



National Program of Cancer Registries (NPCR)



Registry Plus Software for Cancer Registries

Abstract Plus Administrator Training Manual

Version 1.0
(Based on Abstract Plus Version 2.1)



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Introduction

Overall Learning Objectives

The overall learning objectives for the Abstract Plus training course are

- Set up projects that can be assigned to abstracts.
- Set up critical missing fields.
- Set up display types.
- Set up display fields.
- Configure Abstract Plus.
- Manage Abstract Plus users.

The Abstract Plus Administrator Training Manual

This training manual contains seven chapters that will be reviewed and used during the training session. Each chapter focuses on a specific section or topic and provides explanations, instructions, and requirements.

User Support

For user support information, refer to the Registry Plus web site at <http://www.cdc.gov/cancer/registryplus/ap.htm>. CDC supports the state central registry and the state central registry supports its users.

System Requirements

For user system requirements information, refer to the Registry Plus web site at <http://www.cdc.gov/cancer/registryplus/ap.htm>.

Installing and Accessing Abstract Plus

The administrator of the system or someone who has administrative privileges installs Abstract Plus on each user's machine. The downloaded version of Abstract Plus is a generic one. Most users will need a customized version of the software set up to meet the requirements of a specific locale, usually a state or specific study.

To install and access Abstract Plus

1. Link to your Internet Web Browser (i.e., Internet Explorer, Netscape) by clicking on the desk-top icon – or by clicking **Start**, selecting Programs, and then selecting the Internet Web Browser link.
2. On the Web Browser, type in the following URL for the Registry Plus website and press **Enter**
<http://www.cdc.gov/cancer/registryplus/>
3. Be sure to read the section “Installing and Upgrading Abstract Plus.”
4. Under the “Installation” section, click the **Download Abstract Plus to your Computer** link.
5. Click **Download** on the displayed page and follow all the prompts to download Abstract Plus.
6. To access Abstract Plus, double-click the Abstract Plus icon (shown below) on your desktop.



Chapter 1: The Basics

Learning Objectives

Upon the completion of this chapter, you will be able to

- Log into the system as an administrator.
- Change the administrator's password.

Overview

After installing Abstract Plus and logging in using your user ID and password, any attempt to perform an administrator function will result in the system displaying the Administrator's Password window. The system comes pre-loaded with an administrator password, which you can change after you log in to the system as an administrator.



Note

You only need to enter the administrator password once during an Abstract Plus session. All administrator functions become available thereafter.

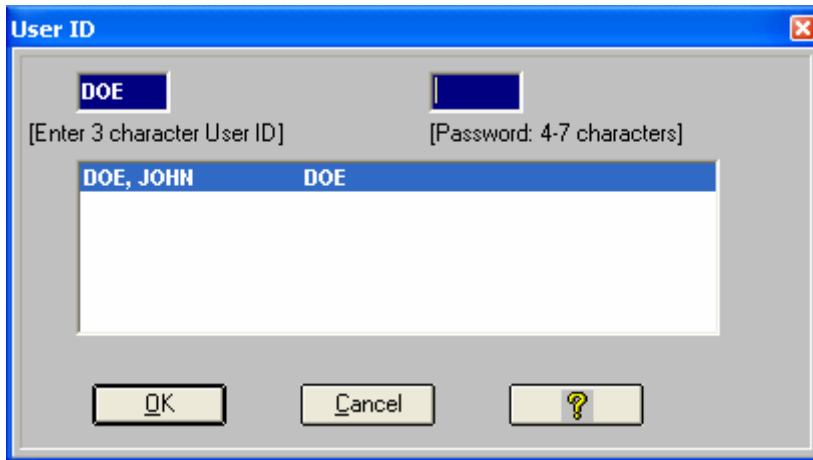
Logging into Abstract Plus

After installing Abstract Plus, you can log in as a guest using the pre-loaded user ID and password

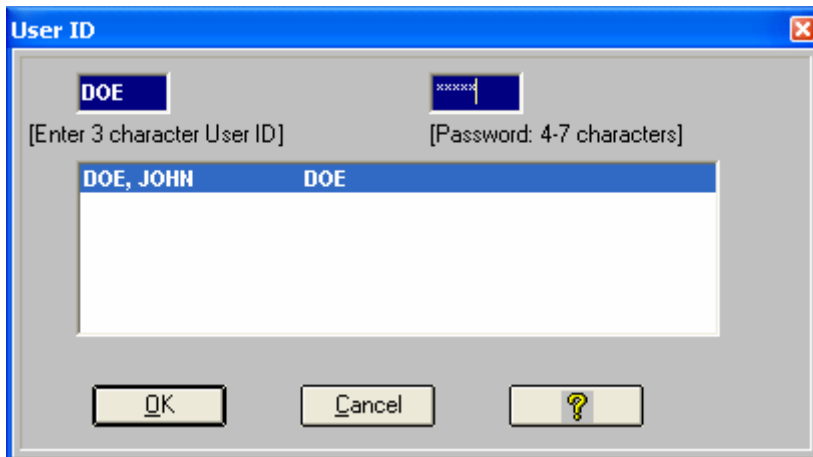
To log in to Abstract Plus as a guest

1. From the Start menu, select Programs and select Abstract Plus.
2. Select AbsPlus to display the User ID window.

Result: The pre-loaded user ID information is pre-selected.

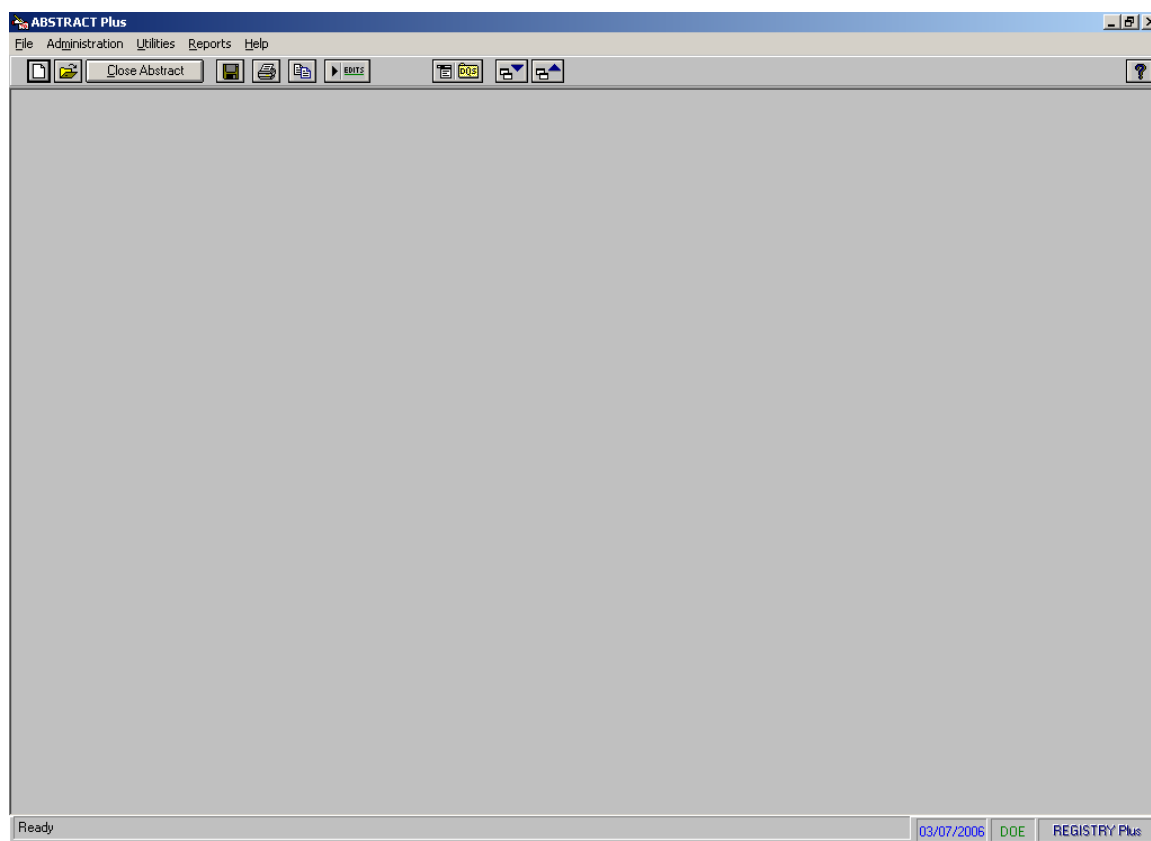


3. Type guest in the Password field. Notice that the system does not display the password, but for security purposes, displays asterisks instead. Passwords are not case sensitive.



4. Click **OK**.

Result: The system logs you in and displays the main Abstract Plus screen.

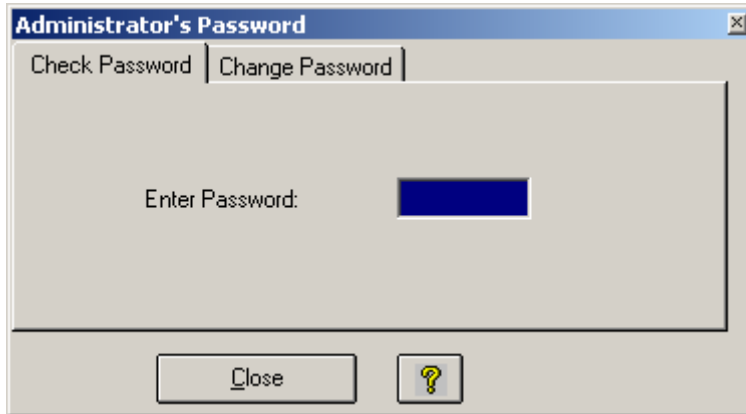


Logging in as an Administrator

To log into Abstract Plus as an administrator

1. From the Administrator menu, select Projects.

Result: The Administrator's Password window opens.



2. Type admin in the Password field. Notice that the system does not display the password, but for security purposes, displays asterisks instead.



3. Press **Enter**.

Result: The system accepts the password, closes the Administrator's Password window, and displays the Edit Projects for Abstract Identification window. All the administrator's functions also become available.

Edit Projects for Abstract Identification

Enter Project Name
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

List of Current Projects

1	STATE
2	GEORGIA

Add Change Name
Delete Close ?

4. Click Close to close the window and return to the main Abstract Plus screen.

Changing the Administrator's Password

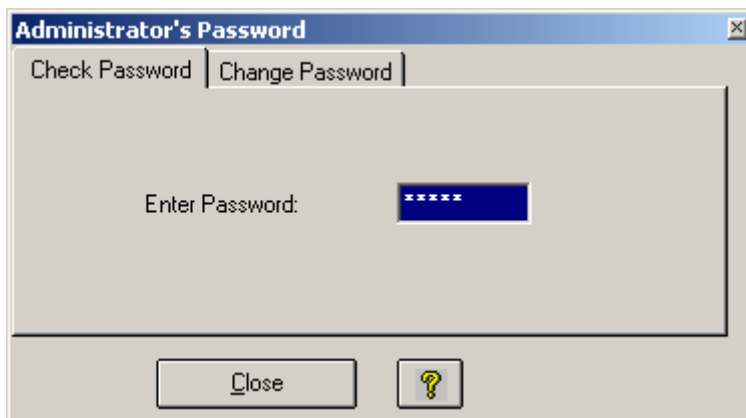
To change the administrator's password

1. From the Administrator menu, select Administrator's Password.

Result: The Administrator's Password window opens.



2. Type admin in the Password field. Notice that the system does not display the password, but for security purposes, displays instead.



3. Press **Enter**.

Result: The system displays a message confirming that your password has been accepted.



4. Click **OK**.

Result: The system grants access to the Change Password tab.



5. Type admin in the Enter Old Password field and press **Enter**.

Result: The system displays the Enter New Password field.



6. Type hello in the Enter New Password field and press **Enter**.

Result: The system displays the Confirm New Password field.



7. Type hello in the Confirm New Password field and press **Enter**.

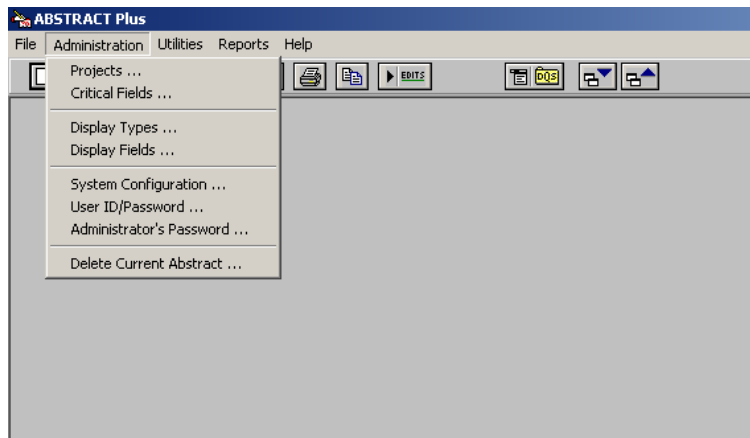
Result: The system displays a confirmation message informing you that your password has been changed.



8. Click **OK** to close the confirmation window and return to the main Abstract Plus screen.

The Abstract Plus Administration Menu

The Abstract Plus Administration menu is made up of options that allow you to carry out all the necessary administrator's tasks.



The following tables describe the menu options.

Administration Menu

Use this menu option...	To...
Projects...	Edit the projects in Abstract Plus. This function is available only to the Administrator.
Critical Fields...	Edit the critical fields in Abstract Plus. This function is available only to the Administrator.
Display Types...	Edit display types. This function is available only to the Administrator.
Display Fields...	Edit display fields. This function is available only to the Administrator.
User ID/Password...	Edit user ID and/or password. This function is available only to the Administrator.
Administrator's Password...	Edit the administrator's password. This function is available only to the Administrator.
System Configuration...	Configure preferences and edits. Save abstract options.
Delete Current Abstract...	Delete the currently displayed abstract.

Chapter 2: Setting up Projects

Learning Objectives

Upon the completion of this chapter, you will

- Create a project.
- Modify a project.
- Delete a project.

Overview

All abstracts must be attached to a project, and at least one project must exist in the system. You can define up to 10 projects. Abstract Plus come pre-loaded with a project, State, which is automatically attached to an abstract if no other project has been defined. You can add, maintain, and delete a project. Each project name and ID must be unique. You cannot delete a project to which an abstract is assigned.



Projects cannot be added or modified when a current abstract is displayed.

Adding a project

To add a project

1. From the Administration menu, select Projects.

Result: The Edit Projects for Abstract Identification window opens.

Edit Projects for Abstract Identification

Enter Project Name
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

List of Current Projects

1	STATE
---	-------

Add Change Name
Delete Close ?

2. Type NAACR in the Enter Project Name field.

Edit Projects for Abstract Identification

Enter Project Name
NAACR
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

List of Current Projects

1	STATE
---	-------

Add Change Name
Delete Close ?

3. Assign an ID to the project by entering 2 in the Enter Project ID field.

Edit Projects for Abstract Identification

Enter Project Name
NAACR
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
2
Ex: 1

List of Current Projects

1	STATE
---	-------

Add Change Name
Delete Close ?

4. Click **Add**.

Result: The system adds the newly created project, NAACR, to the list of current projects.

Edit Projects for Abstract Identification

Enter Project Name

[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

List of Current Projects

1	STATE
2	NAACR

Buttons: Add, Change Name, Delete, Close, ?

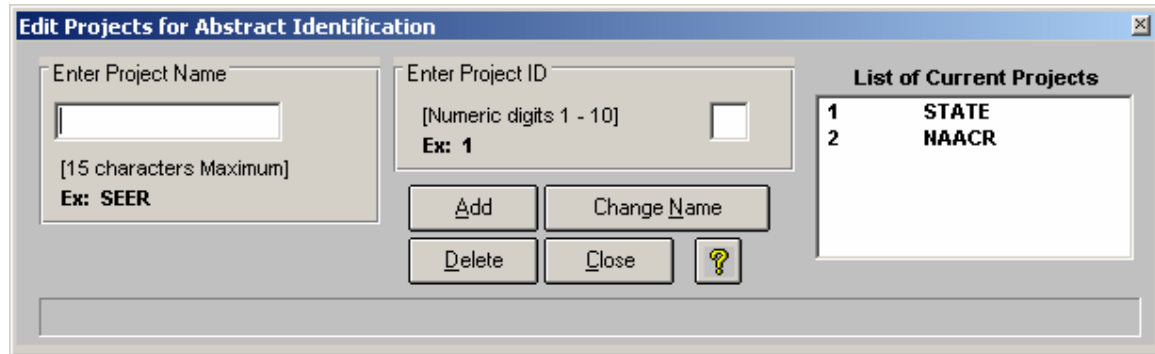
5. Click **Close** to close the Edit Projects for Abstract Identification window.

Modifying a project

To modify a project

1. From the Administration menu, select Projects.

Result: The Edit Projects for Abstract Identification window opens.



Edit Projects for Abstract Identification

Enter Project Name
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

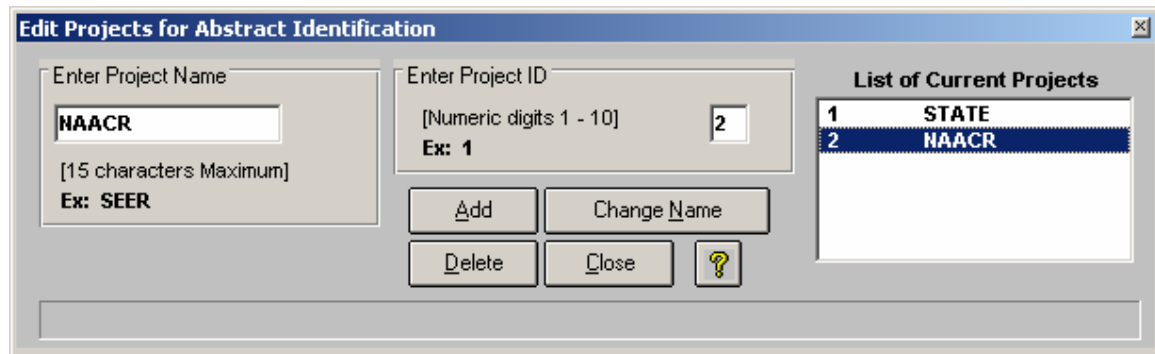
Add Change Name
Delete Close ?

List of Current Projects

1	STATE
2	NAACR

2. Select NAACR from the list current projects.

Result: The system populates the fields with the selected project's information.



Edit Projects for Abstract Identification

Enter Project Name
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

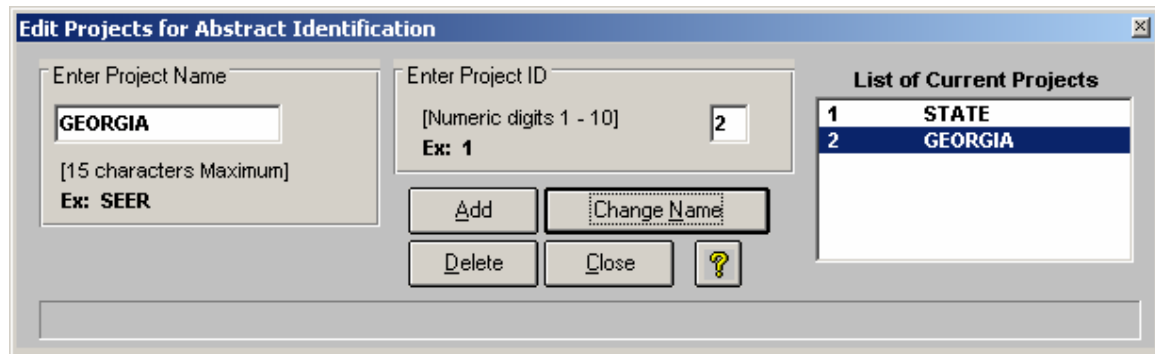
Add Change Name
Delete Close ?

List of Current Projects

1	STATE
2	NAACR

3. Change the project name to Georgia and click **Change Name**.

Result: The system changes the project name in the list of current projects.



Edit Projects for Abstract Identification

Enter Project Name
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

Add Change Name
Delete Close ?

List of Current Projects

1	STATE
2	GEORGIA

4. Click **Close** to close the Edit Projects for Abstract Identification window.

Deleting a project

To delete a project

1. From the Administration menu, select Projects.

Result: The Edit Projects for Abstract Identification window opens.

1	STATE
2	GEORGIA

2. Select Georgia from the list current projects.

Result: The system populates the fields with the selected project's information.

1	STATE
2	GEORGIA

3. Click **Delete**.

Result: A confirmation window opens.

Delete Project

Deletion is only allowed if there are no existing abstracts assigned to project: GEORGIA.
Press Ok to begin deletion process.

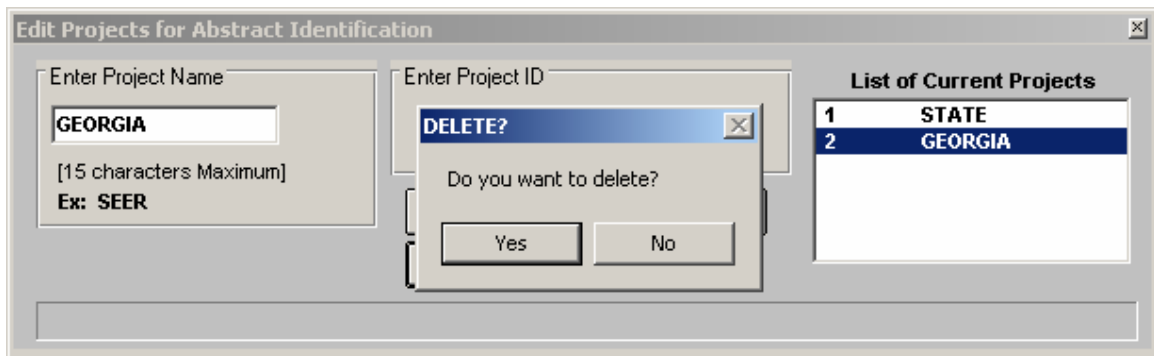
OK Cancel



You cannot delete a project to which an abstract is assigned.

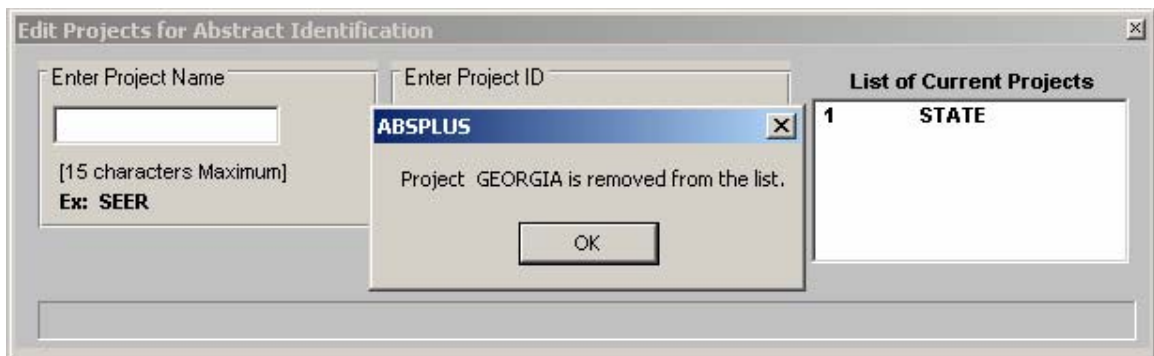
- Click **OK** to begin the deletion process.

Result: Another confirmation window opens and highlights the project you want to delete in the list of current projects.



- Click **Yes**.

Result: Another confirmation window opens informing you that the project has been deleted.



- Click **OK**.

Result: The system removes Georgia from the list of current projects.

Edit Projects for Abstract Identification

Enter Project Name
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

List of Current Projects

1	STATE
---	-------

Add **Change Name**
Delete **Close** **?**

7. Type Georgia in the Enter Project Name.

8. Type 2 in the Enter Project ID field.

9. Press **Add** to add Georgia again.

Result: The system adds Georgia back to the list of projects.

Edit Projects for Abstract Identification

Enter Project Name
[15 characters Maximum]
Ex: SEER

Enter Project ID
[Numeric digits 1 - 10]
Ex: 1

List of Current Projects

1	STATE
2	GEORGIA

Add **Change Name**
Delete **Close** **?**

10. Click **Close** to close the Edit Projects for Abstract Identification window.

Chapter 3: Setting up Critical Missing Fields

Learning Objectives

Upon the completion of this chapter, you will

- Assign critical missing fields to a project.
- Remove critical missing fields from a project.

Overview

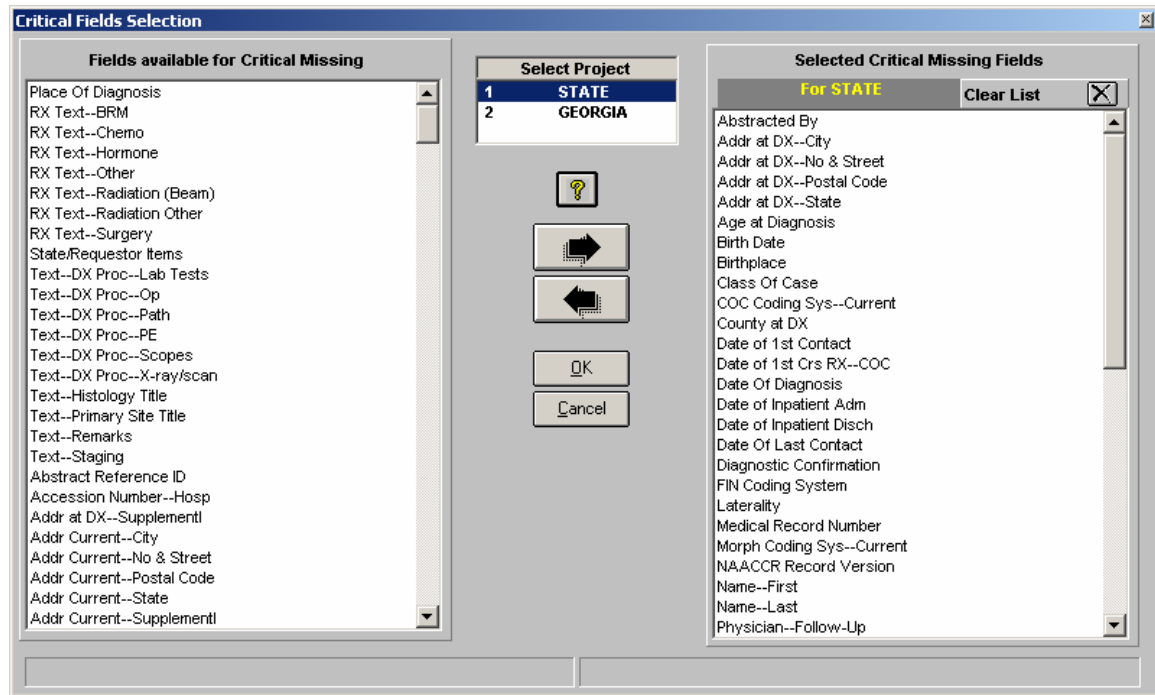
Critical missing fields are fields for which a user is required to enter a value. If data is missing from a critical missing field, the system displays an error when running EDITS and marks the abstract as incomplete. You can select a project and set up critical missing fields for the project on the Critical Fields Selection window.

Setting up critical fields in a project

To set up critical missing fields

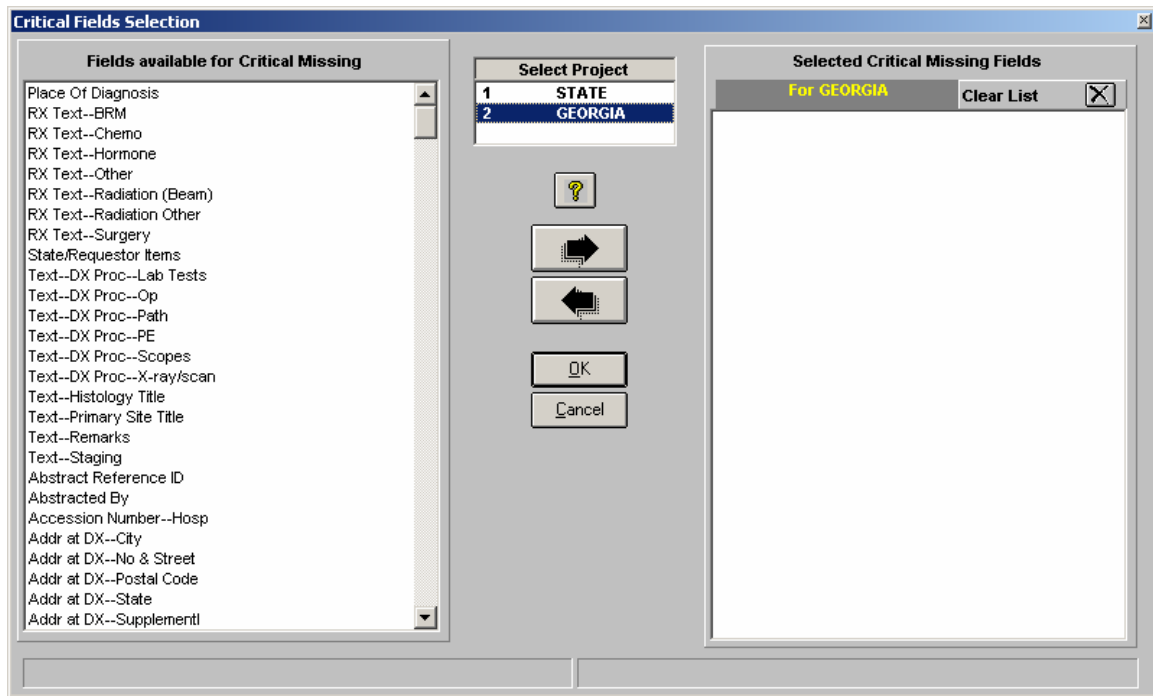
1. From the Administration menu, select Critical Fields.

Result: The Critical Fields Selection window opens. Notice that the State project is already selected and the critical missing fields selected for the project are listed in the Selected Critical Missing Fields list box.



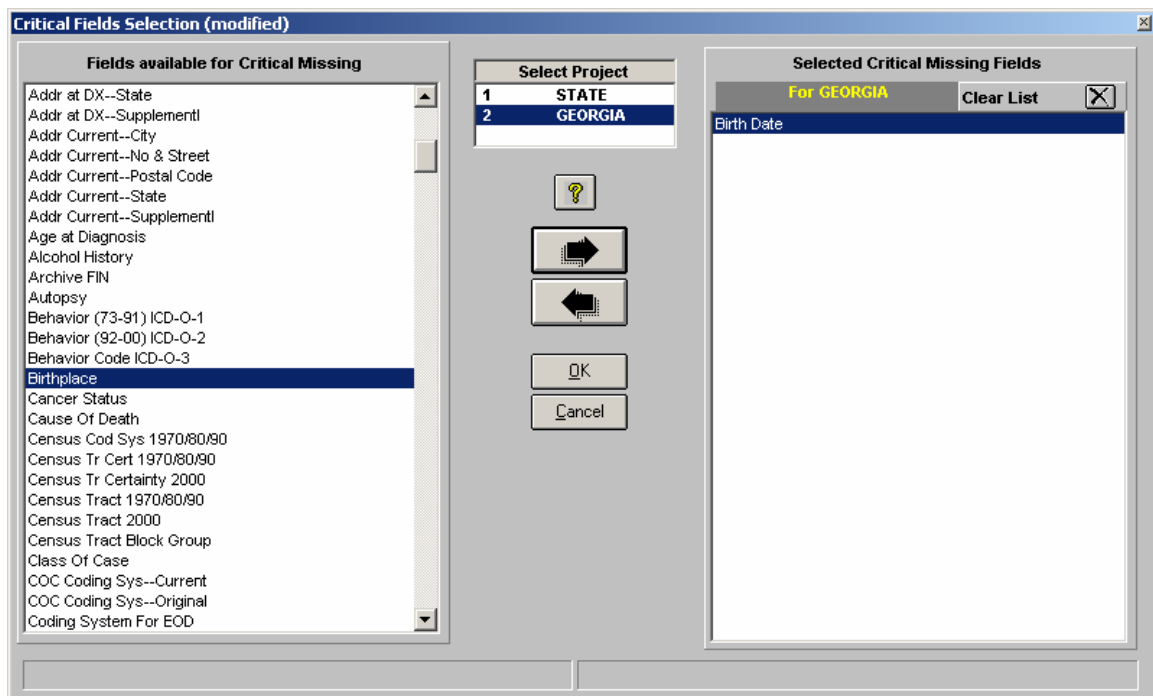
2. Select Georgia from the Select Project list box.

Result: The system displays all the fields available to be designated as critical missing fields in the list box on the left. Notice that the Selected Critical Missing Fields list box is empty. This is because critical missing fields have not been assigned to the project.



3. Select Birth Date from the list of available fields and click

Result: The system moves the Birth Date field from the available list to the selected list and highlights the next field.



4. Move the following fields from the available list to the selected list.

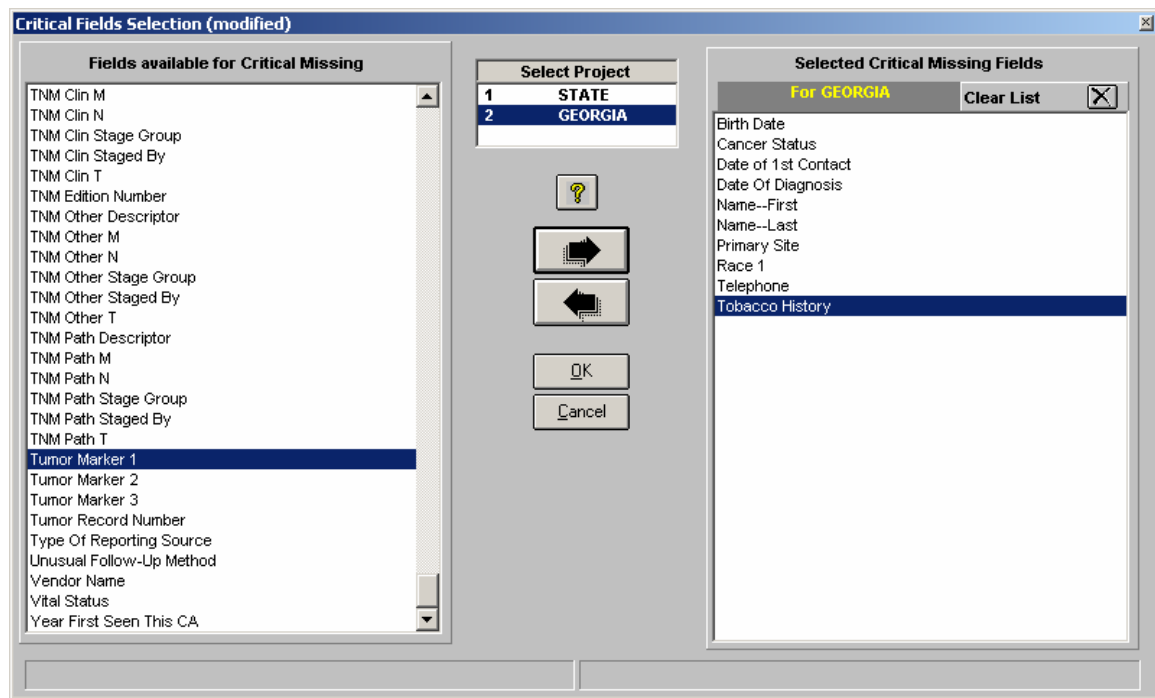



Tip

Available critical fields are listed alphabetically making them easy to locate.

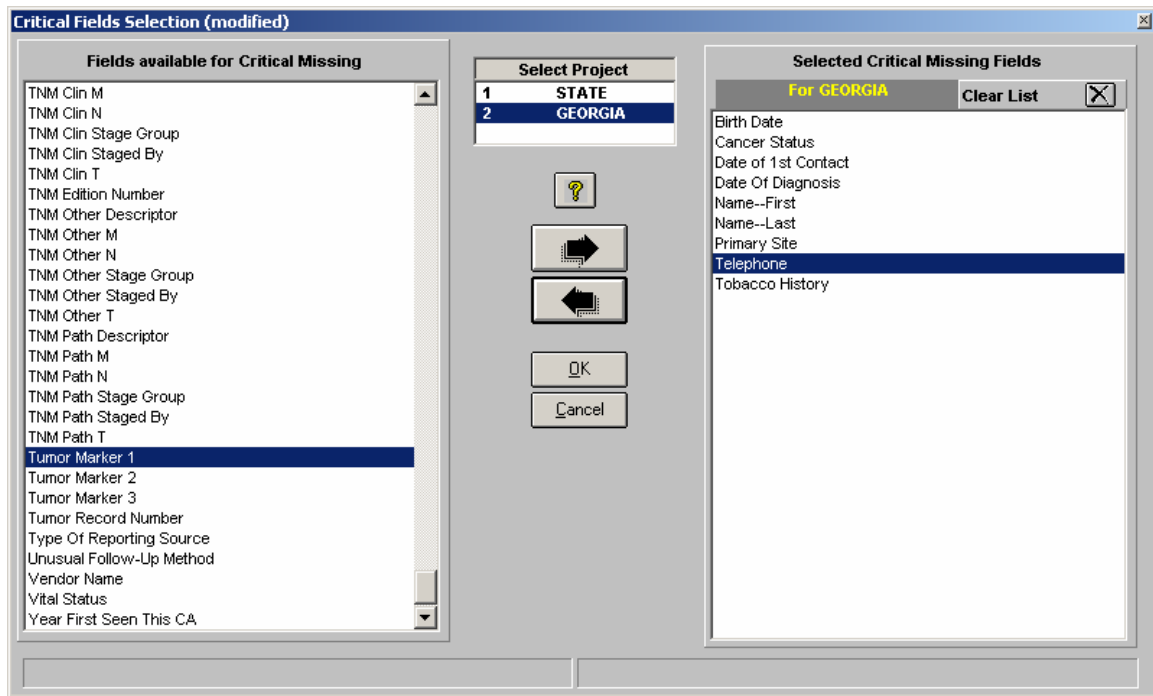
- Cancer Status
- Date of 1st Contact
- Date of Diagnosis
- Name—First
- Name—Last
- Primary Site
- Race 1
- Telephone
- Tobacco History

Result: The selected fields now appear in the selected list box.



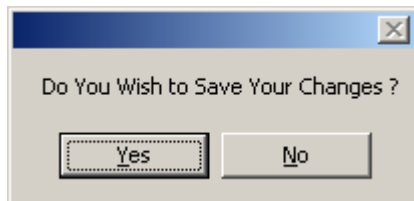
5. Click Race 1 in the selected fields list box and click .

Result: The system moves Race 1 from the selected fields list back to the available list.



6. Click **OK**.

Result: The system displays a window asking you to save your changes.



7. Click **Yes** to confirm your changes and close the Critical Fields Selection window.

Chapter 4: Setting up Display Types

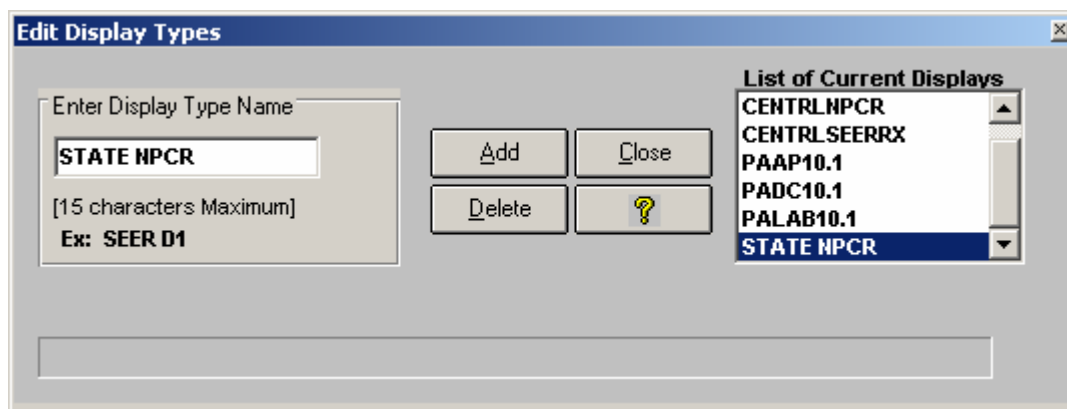
Learning Objectives

Upon the completion of this chapter, you will

- Add a display type.
- Delete a display type.

Overview

Display types are used to define the abstract display. The administrator adds, maintains, and deletes display types using the Edit Display Types window shown below. This window is accessed through the Displays Types option under the Administration menu.



Display types cannot be added or deleted when a current abstract is displayed.

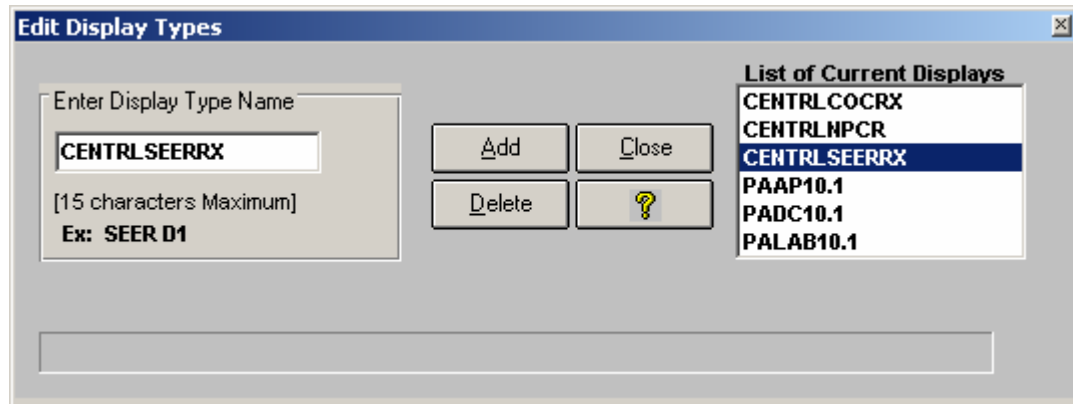
A display type cannot be modified.

Adding a display type

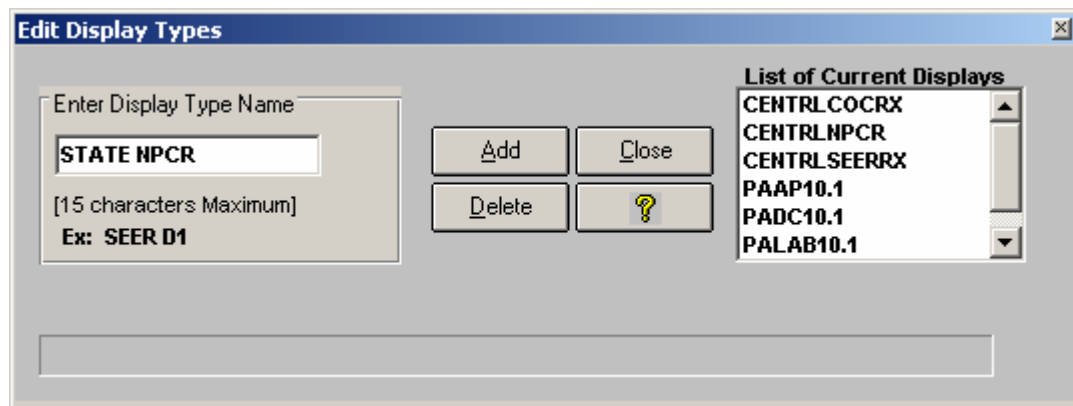
To add a display type

1. From the Administration menu, select Display Types.

Result: The Edit Display Types window opens.

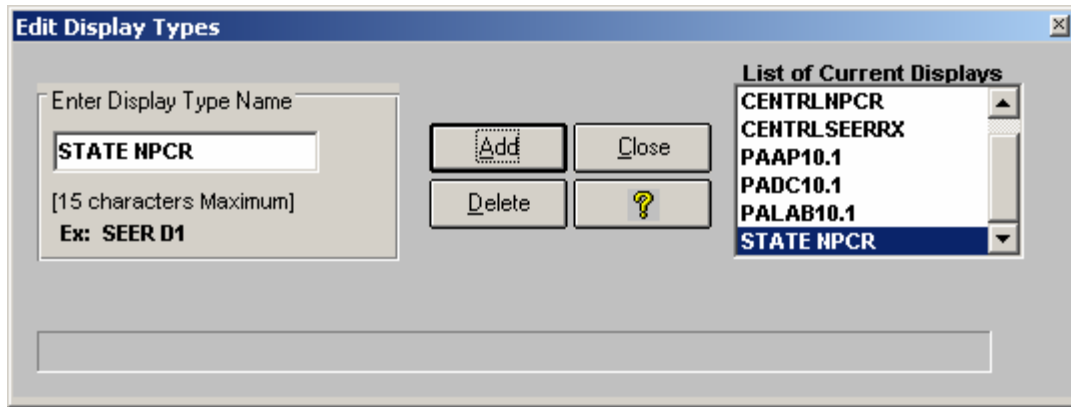


2. Type State NPCR in the Enter Display Type Name field.



3. Click **Add**.

Result: The system adds the newly created display type, State NPCR, to the list of current displays.



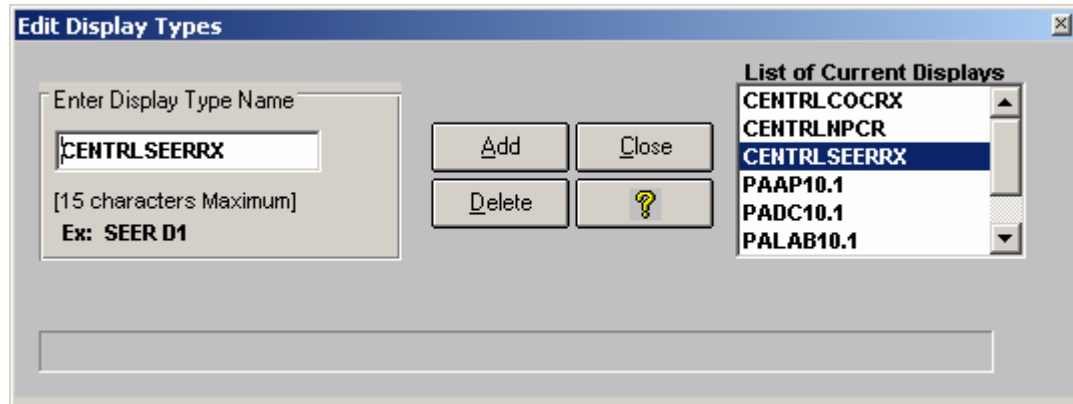
4. Click **Close** to close the Edit Projects for Abstract Identification window.

Deleting a display type

To delete a display type

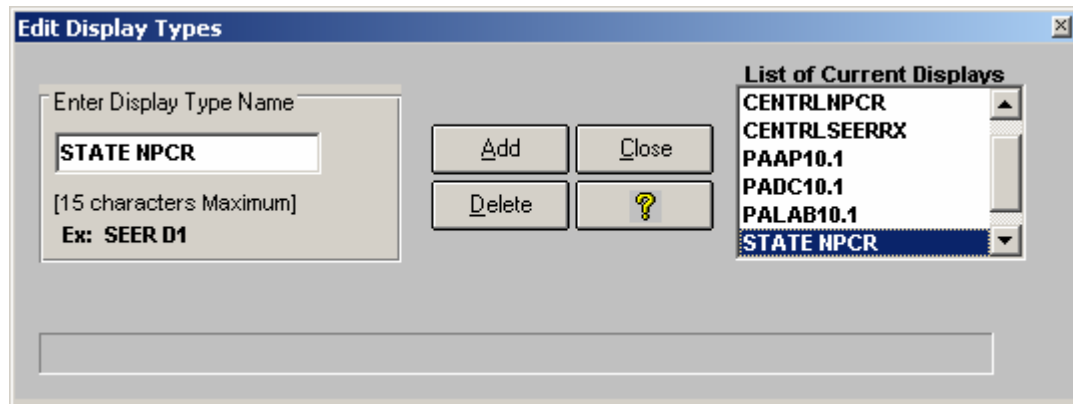
1. From the Administration menu, select Display Types.

Result: The Edit Display Types window opens.



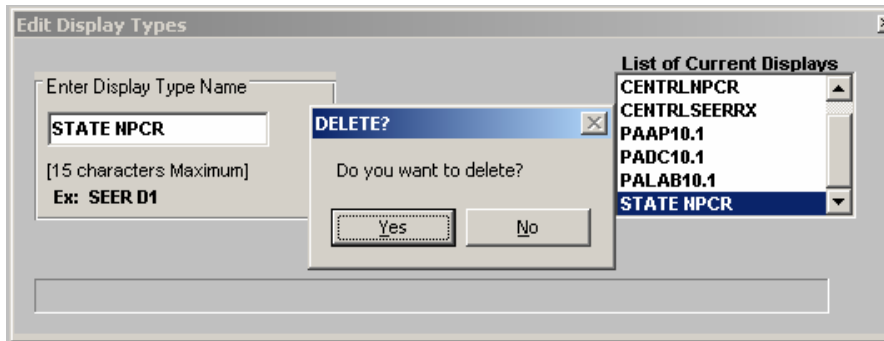
2. Select State NPCR from the list of current display types.

Result: The system populates the Enter Display Type field with the selected display type.



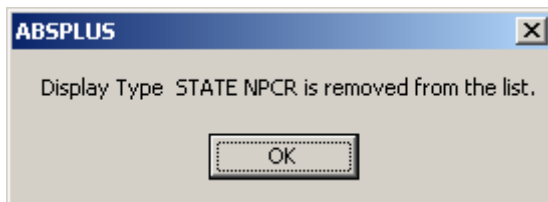
3. Click **Delete**.

Result: A confirmation window opens asking if you want to delete the highlighted display type.



4. Click **Yes**.

Result: Another confirmation window opens informing you that the project has been deleted.



5. Click **OK**.

Result: State NPCR no longer appears on the list.

6. Add the State NPCR display type again.

Chapter 5: Setting up Display Fields

Learning Objectives

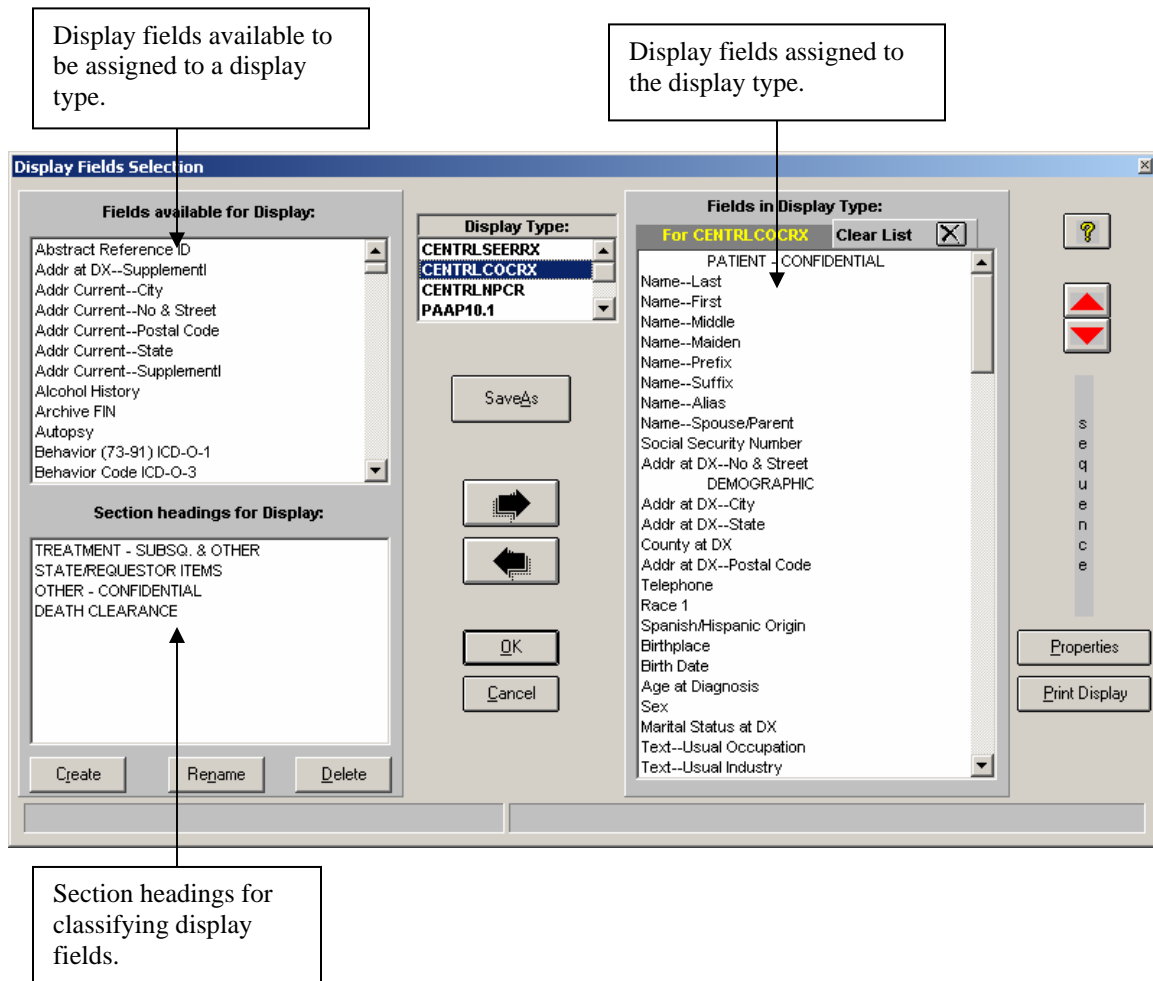
Upon the completion of this chapter, you will

- Add display fields to a display type.
- Organize display fields under a heading.
- Assign properties to display fields.







Overview

Display fields are assigned to display types and classified under headings using the Display Fields Selection screen described below.

Display types define which fields appear on an abstract, the order, defined groupings or sections. Display types also determine the properties, e.g., which fields are visible, invisible, or protected, and the default values.



The following table describes the buttons on the Display Fields Selection window.

Use this button...	To...
Create	Create a new section heading.
Rename	Assign a new name to an existing section heading.
Delete	Delete a section heading.
Save As	Change the name of the currently displayed type.
OK	Save the selections on the window.
Cancel	Close the window without saving the information.
	Add a display field to a display type by moving the selected display field from the Fields available for Display list box to the Fields in Display Type list box.
	Remove a display field from a display type by moving the selected display fields from the Fields in the Display Type list box back to the Fields available for Display list box.
	Remove all the select display fields from the Fields in Display Type list box and moves them to the Fields available for Display list box.
	Move the selected field up by one place in the Display Type list box.
	Move the selected display field down by one place in the Display Type list box.
Properties	Assign properties to the selected display field.
Print Display	Send the selected display fields to a file that you can view and print.
	Open the help information for the Display Fields Selection window.

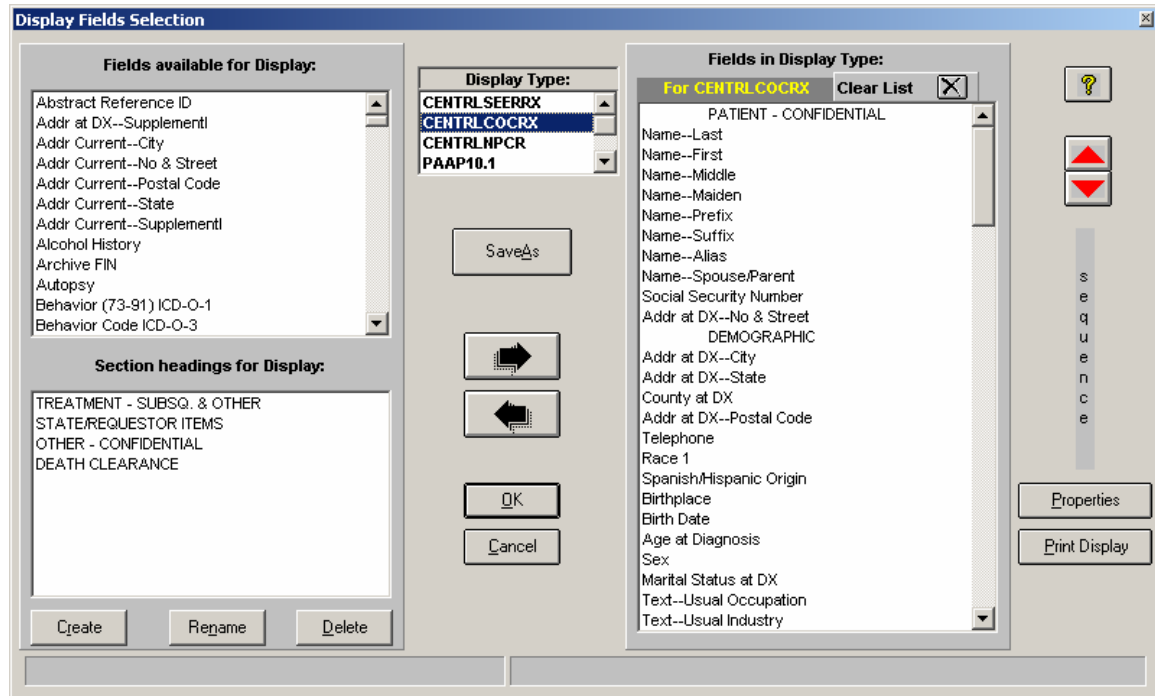
Adding display fields to a display type

To add display fields

1. From the Administration menu, select Display Fields.

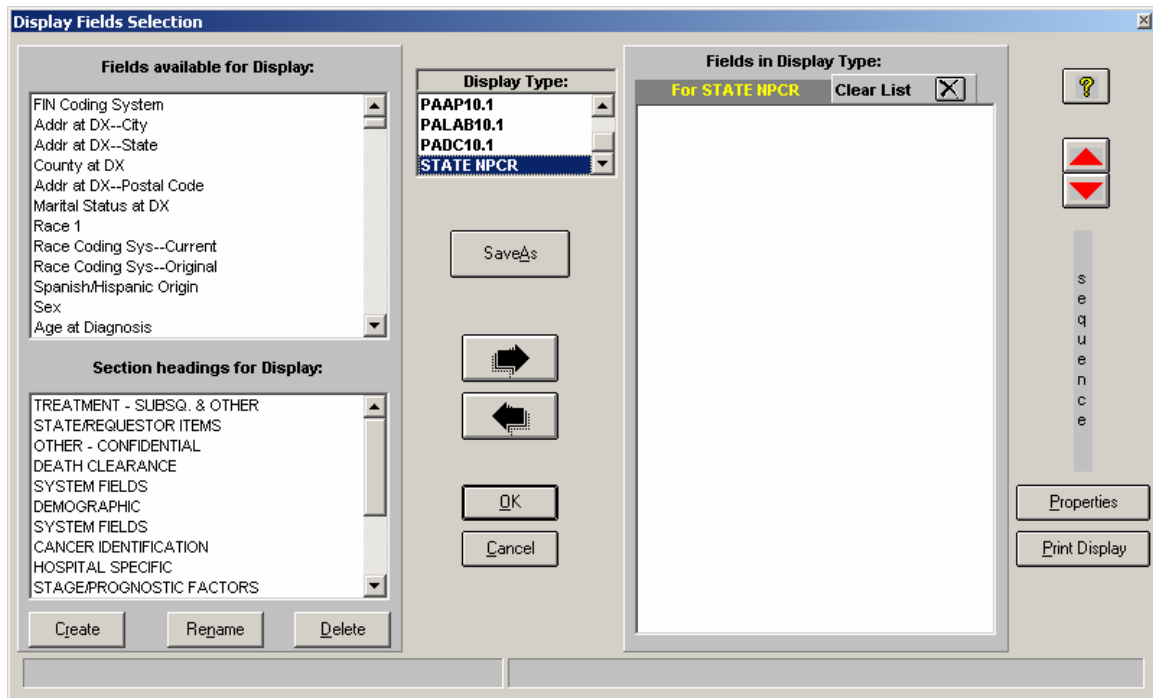
Result: The Display Field Selection window opens.


Notice that a display type is already selected and the fields in the selected display type are listed in the Fields in Display Type list box on the left.



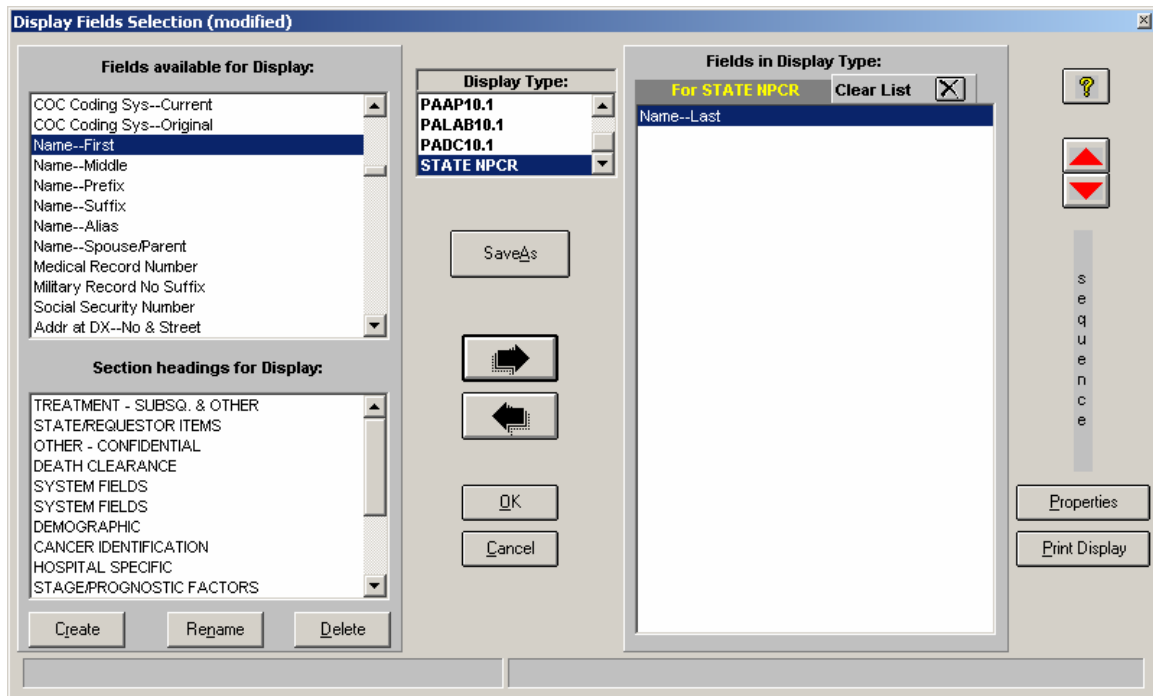
2. Select State NPCR from the list of Display Type list box.

Result: The system populates the Enter Display Type field with the selected display type. Notice that the Fields in Display Type list box is empty. This is because display fields have not been assigned to the selected display type.




3. Select Name--Last from the Fields available For Display list box and click .

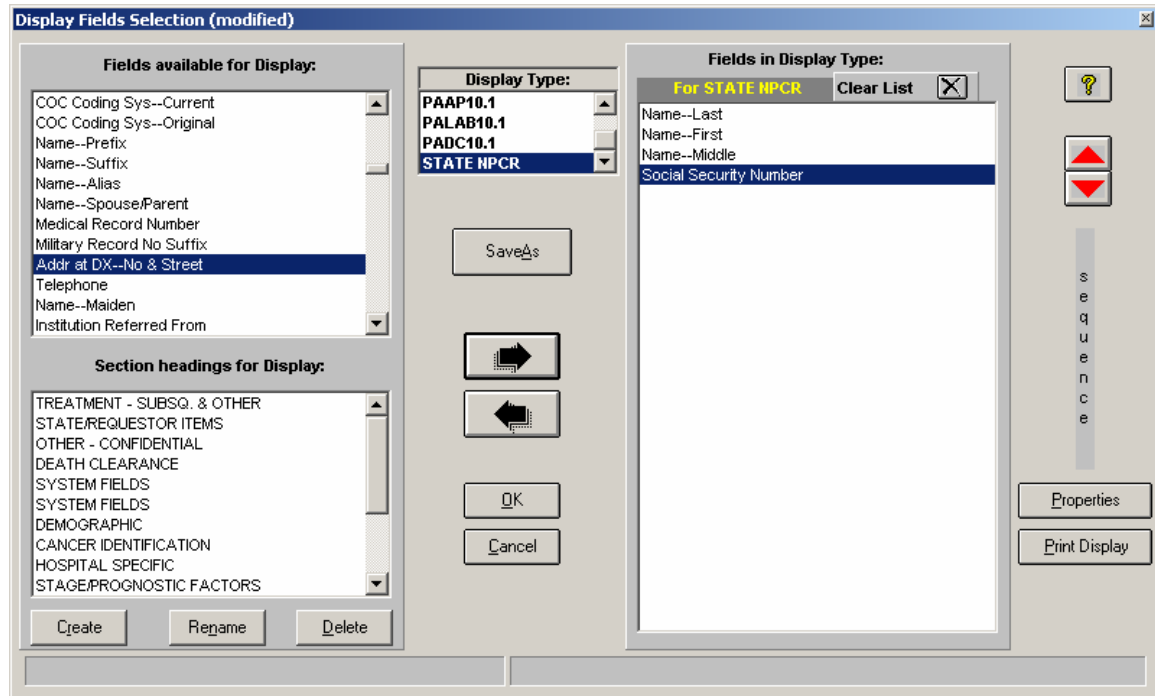
Result: The system moves the Name--Last field from the available list to the selected list and highlights the next field.



4. Move Name--First and Name--Middle, and Social Security Fields from the Fields

available For Display list box and click .

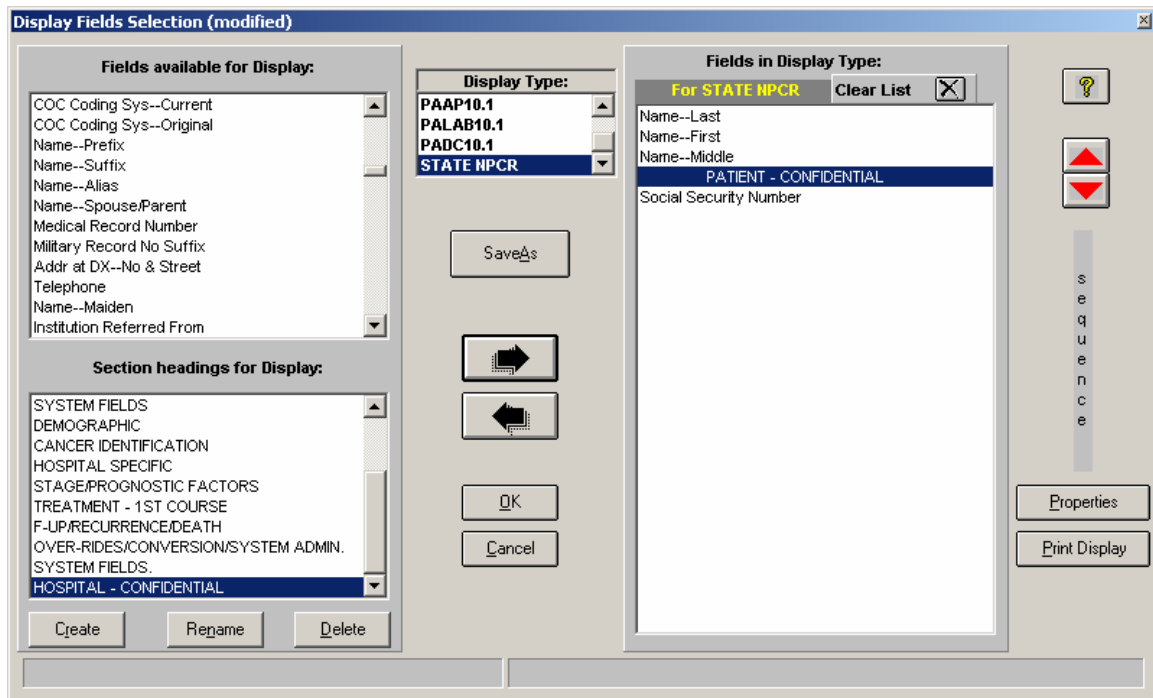
Result: The Name--First, Name--Middle, and Social Security fields now appear in the selected list box.




5. Select Patient - Confidential heading from the Section headings for Display list box

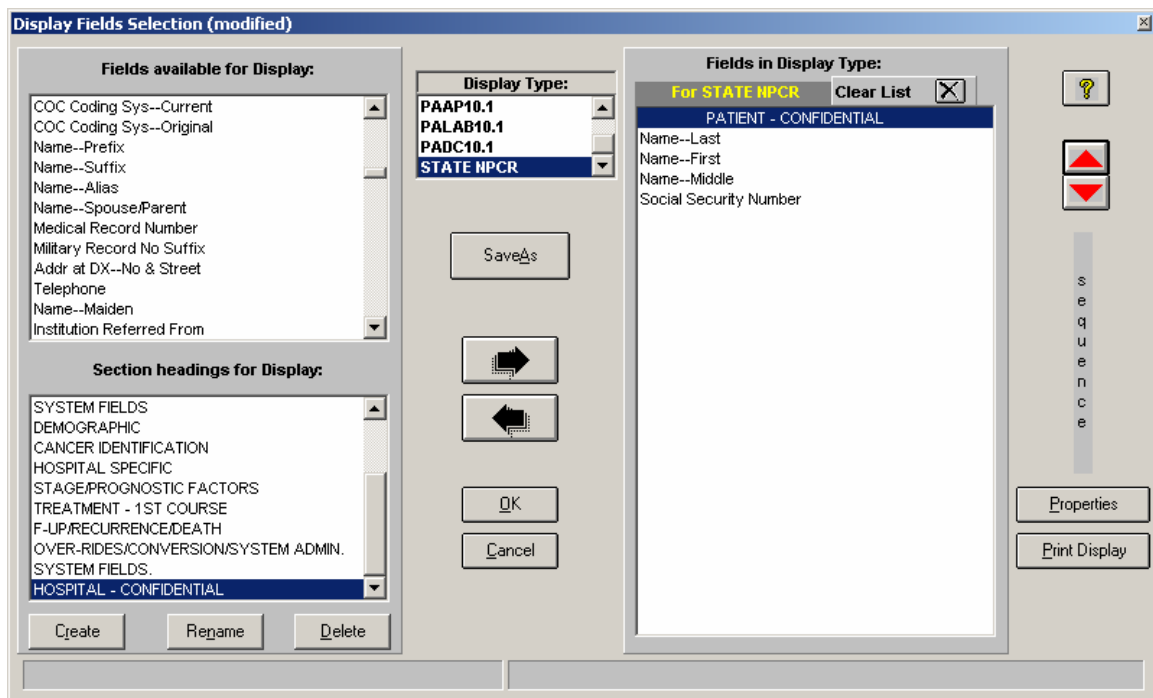
and click .

Result: The system moves the selected heading to the Fields in Display Type list box.



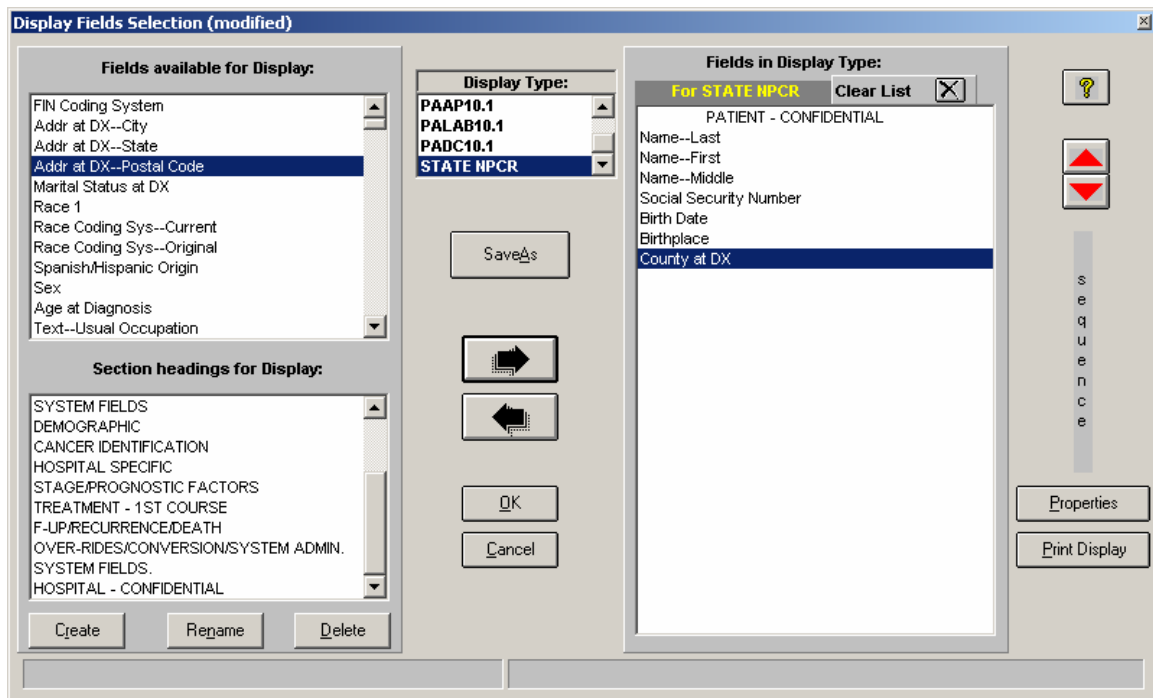
6. With Patient - Confidential still highlighted, click  move the heading up one place and click it two more times to move it up two more places.

Result: Patient - Confidential moves to the top of the selected display fields. Name--Last, Name--First, Name--Middle, and Social Security Number are now designated as display fields under the Patient--Confidential heading.



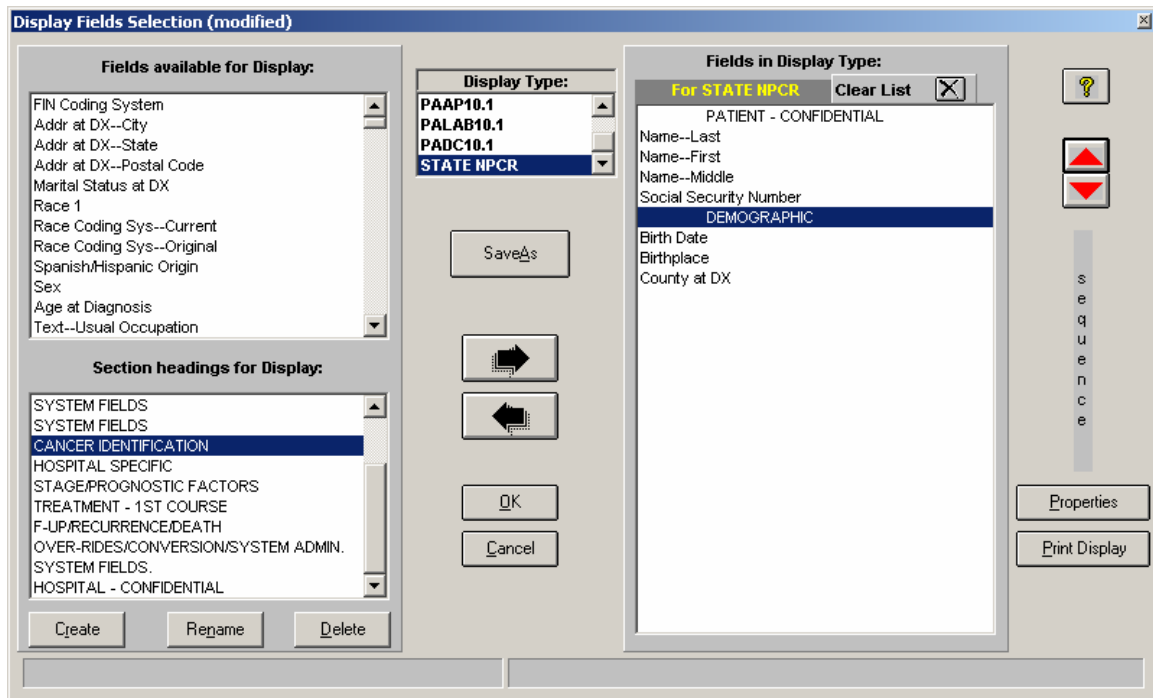
7. With Social Security Number selected, move the Birth Date field into the Fields in Display Type list box.
8. Move the following fields into the Fields in Display Type list box and designate them as fields under the Demographic heading.
 - Birth Place
 - County at DX

Result: The selected fields now appear under the Fields in Display Type list.



9. Assign the Birth Date, Birth Place, and County at DX fields to the Demographic heading.

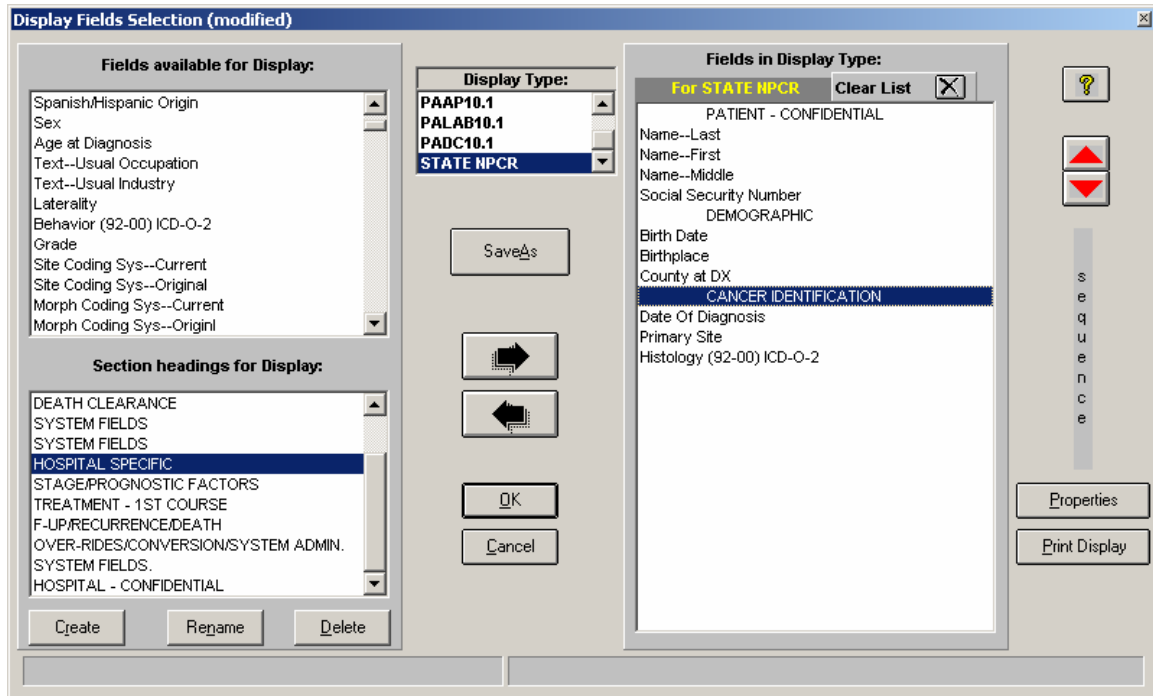
Result: The selected fields now appear under Demographic in the selected fields list.



10. Move the following fields into the Fields in Display Type list box and designate them as fields under Cancer Identification heading.

- Date of Diagnosis
- Primary Site
- Histology (92-00) ICD-0-2

Result: The fields appear in the Fields in Display Type list under the designated heading.



11. Move the following fields into the Fields in Display Type list box and designate them as fields under the Hospital Specific heading.

- Accession Number—Hospital
- Date of 1st Contact
- Class of Case

Result: The fields appear in the Fields in Display Type list under the designated heading.

Display Fields Selection (modified)

Fields available for Display:

- Morph Coding Sys--Current
- Morph Coding Sys--Original
- Diagnostic Confirmation
- Type Of Reporting Source
- Reporting Hospital
- Sequence Number--Hospital
- Abstracted By
- Date of Inpatient Disch
- SEER Summary Stage 1977
- EOD--Tumor Size
- Regional Nodes Positive
- Regional Nodes Examined

Section headings for Display:

- OTHER - CONFIDENTIAL
- DEATH CLEARANCE
- SYSTEM FIELDS
- SYSTEM FIELDS
- STAGE/PROGNOSTIC FACTORS**
- TREATMENT - 1ST COURSE
- F-UP/RECURRENCE/DEATH
- OVER-RIDES/CONVERSION/SYSTEM ADMIN.
- SYSTEM FIELDS.
- HOSPITAL - CONFIDENTIAL

Create Rename Delete

Display Type:

- PAAP10.1
- PALAB10.1
- PADC10.1
- STATE NPCR**

Save As

→

←

OK

Cancel

Fields in Display Type:

For STATE NPCR Clear List X

PATIENT - CONFIDENTIAL

- Name--Last
- Name--First
- Name--Middle
- Social Security Number

DEMOGRAPHIC

- Birth Date
- Birthplace
- County at DX

CANCER IDENTIFICATION

- Date Of Diagnosis
- Primary Site
- Histology (92-00) ICD-O-2

HOSPITAL SPECIFIC

- Accession Number--Hosp
- Date of 1st Contact
- Class Of Case

? ↑ ↓ s e q u e n c e

Properties

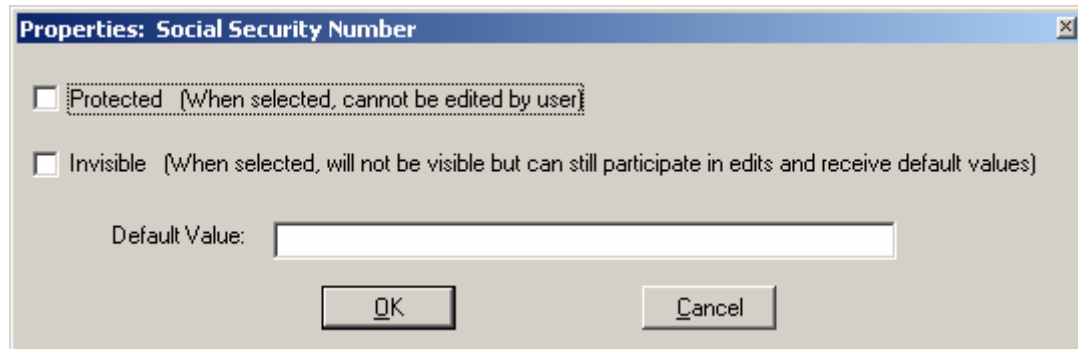
Print Display

Assigning properties to display fields within a display type

To assign properties

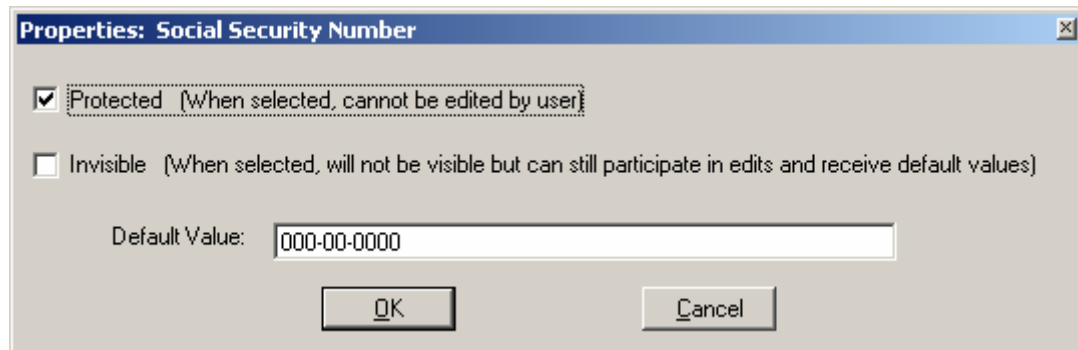
1. Select the Social Security Number field in the Fields in Display Type list box and click **Properties**.

Result: The Properties: Social Security Number pop-up window opens.



The dialog box titled "Properties: Social Security Number" has a blue title bar with a close button. It contains two unchecked checkboxes: "Protected (When selected, cannot be edited by user)" and "Invisible (When selected, will not be visible but can still participate in edits and receive default values)". Below these is a text field labeled "Default Value:" which is currently empty. At the bottom are "OK" and "Cancel" buttons.

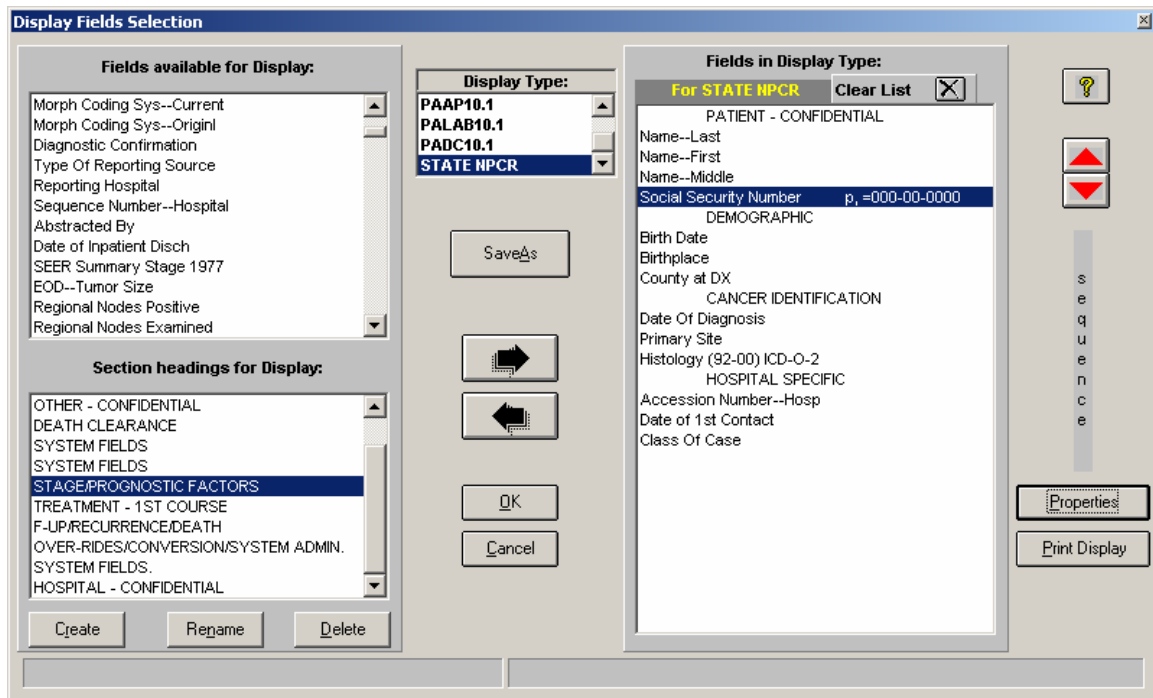
2. Select the Protected check box and type 000-00-0000 in the Default Value field.



The dialog box titled "Properties: Social Security Number" is shown with the "Protected" checkbox now checked. The "Default Value:" text field now contains the text "000-00-0000". The "Invisible" checkbox remains unchecked. The "OK" and "Cancel" buttons are at the bottom.

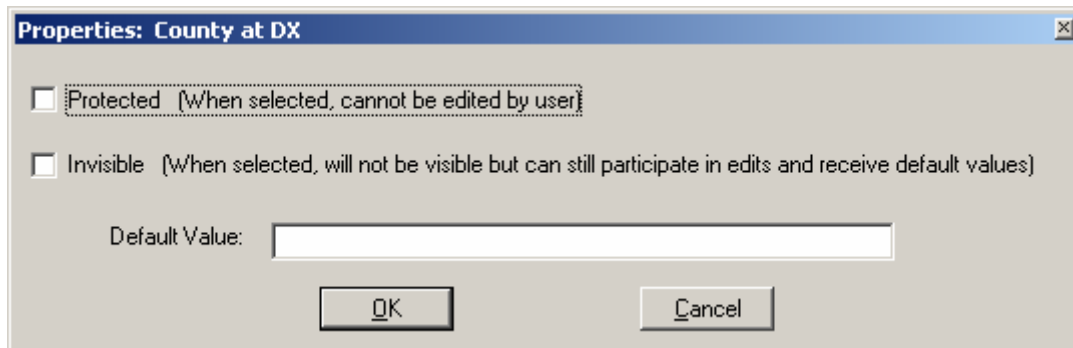
3. Click **OK**.

Result: The Properties window closes. Notice that the system displays the properties you assigned to the Social Security Number field. P indicates that the field is protected and the default value also appears on the same line.

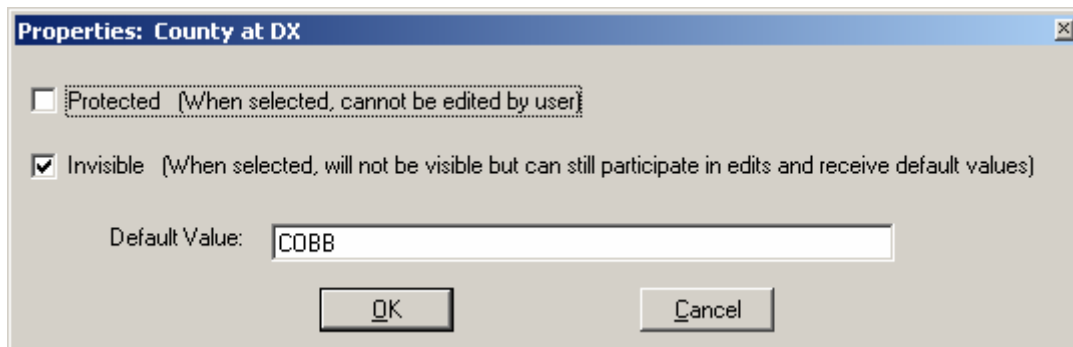


4. Select the County at DX field under Demographic and click **Properties**.

Result: The Properties: County at DX pop-up window opens.

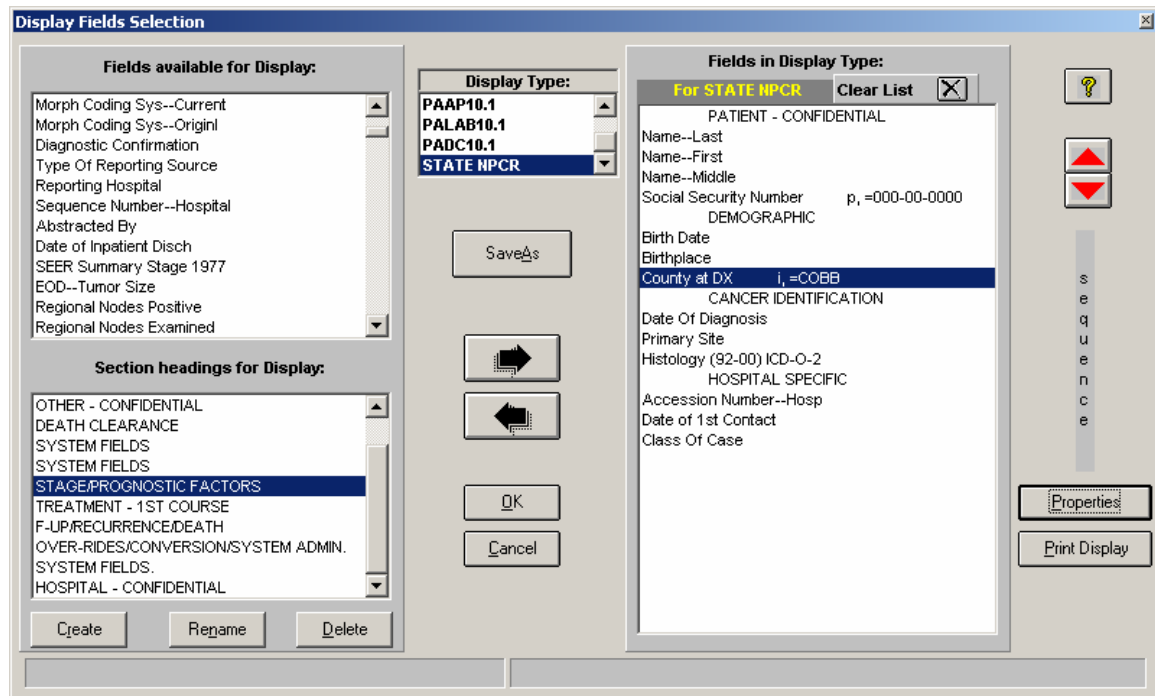


5. Select the Invisible check box and type Cobb in the Default Value field.



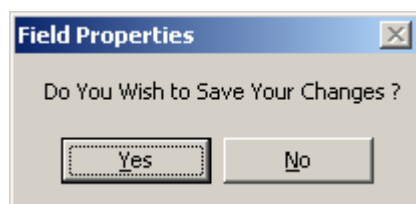
6. Click **OK**.

Result: The Properties window closes. Notice that the system displays the properties you assigned to the County at DX field. “i” indicates that the field is invisible and the default value also appears.



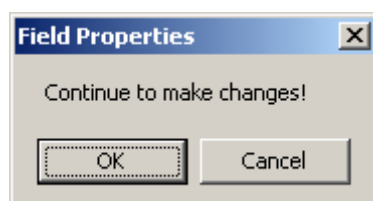
7. Click **OK** to save the display fields you selected.

Result: A confirmation window opens.



8. Click **Yes** to confirm your changes.

Result: Another confirmation window opens asking if you want to continue making changes.



9. Click **Cancel** to close the Display Fields Selection window.

Chapter 6: Configuring Abstract Plus

Learning Objectives

Upon the completion of this chapter, you will

- Create a configuration.
- Set configuration options.
- Set EDITS Options for the configuration.
- Set preferences for a configuration.

Overview

The System Configuration window, shown below, allows you to set up different configurations in Abstract Plus and assign a configuration name and description to each configuration you set up. You can create a new configuration, copy an existing configuration and save it as a new one, or remove a configuration from the system. You can access the System Configuration window using the System Configuration option under the Administration menu. The window has the following three tabs: EDITS Options, Preferences, and Configuration.

System Configuration: COCRX

EDITS options Preferences Configuration

Configuration changes seen immediately upon change of Configuration name in abstract grid:

Display Type
CENTRALCOCRX

Edit Set
Central: Vs10 NPCR Required

Select Collaborative Staging Calculations
☐ SEER77 ☐ SEER2000 ☐ AJCC

Configuration Name: COCRX ☒ Set as Default

Description: Central

New Save SaveAs Remove Close



Important

Until you become very familiar with the consequences of each possible configuration, use the defaults.

The Configuration tab

Use the Configuration tab, shown below, to define a display type, edit set, and collaborative staging for a configuration. When working with an abstract, a configuration can be changed by simply selecting another available configuration from the Configuration drop-down list. The last used configuration becomes the default for newly opened ones until you change it.

The screenshot shows a window titled "System Configuration: COCRX" with three tabs: "EDITS options", "Preferences", and "Configuration". The "Configuration" tab is active. Inside the tab, there is a message: "Configuration changes seen immediately upon change of Configuration name in abstract grid:". Below this, there are three main sections: "Display Type" with a dropdown menu showing "CENTRALCOCRX"; "Edit Set" with a dropdown menu showing "Central: Vs10 NPCR Required"; and "Select Collaborative Staging Calculations" with three checkboxes: "SEER77", "SEER2000", and "AJCC", all of which are currently unchecked. At the bottom of the dialog, there is a "Configuration Name:" dropdown showing "COCRX" and a "Description:" text box containing "Central". To the right of the "Configuration Name" dropdown is a checked checkbox labeled "Set as Default". At the very bottom, there are five buttons: "New", "Save", "SaveAs", "Remove", and "Close".

**Note**

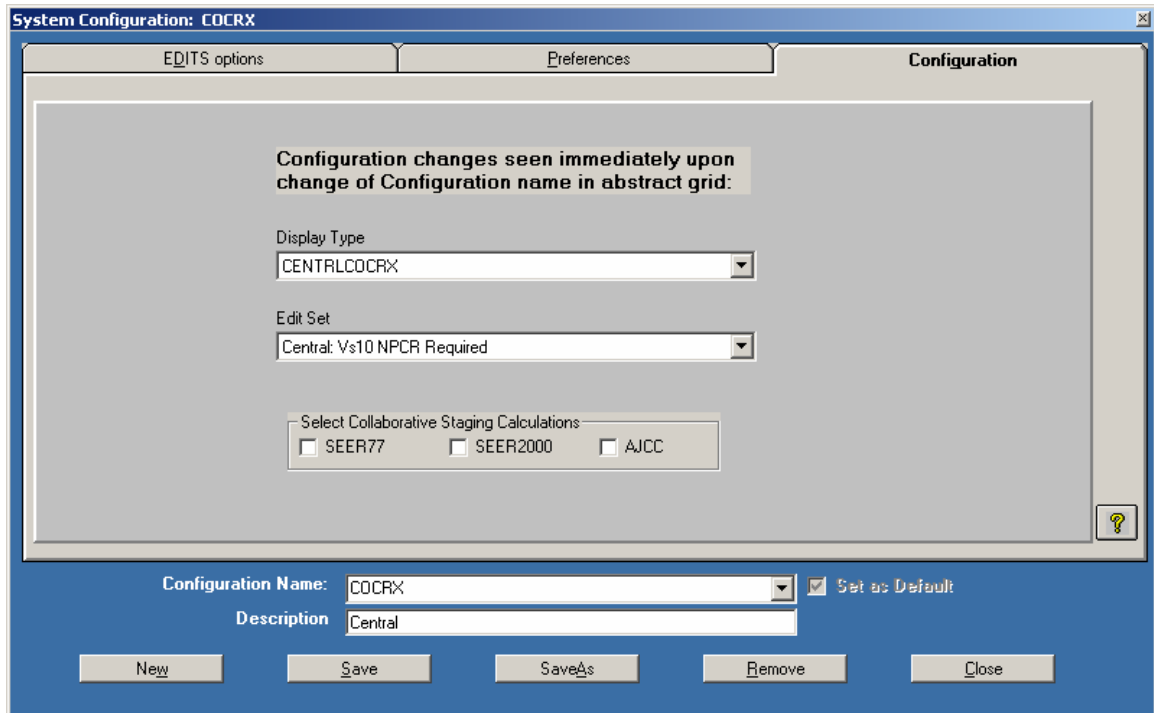
Unlike the changes to the EDITS options and Preferences tabs that are visible upon login, changes to the Configuration tab become immediately visible in the system.

Creating a new configuration

To create a configuration

1. From the Administration menu, select System Configuration.

Result: The System Configuration window opens.



2. Click **New**.

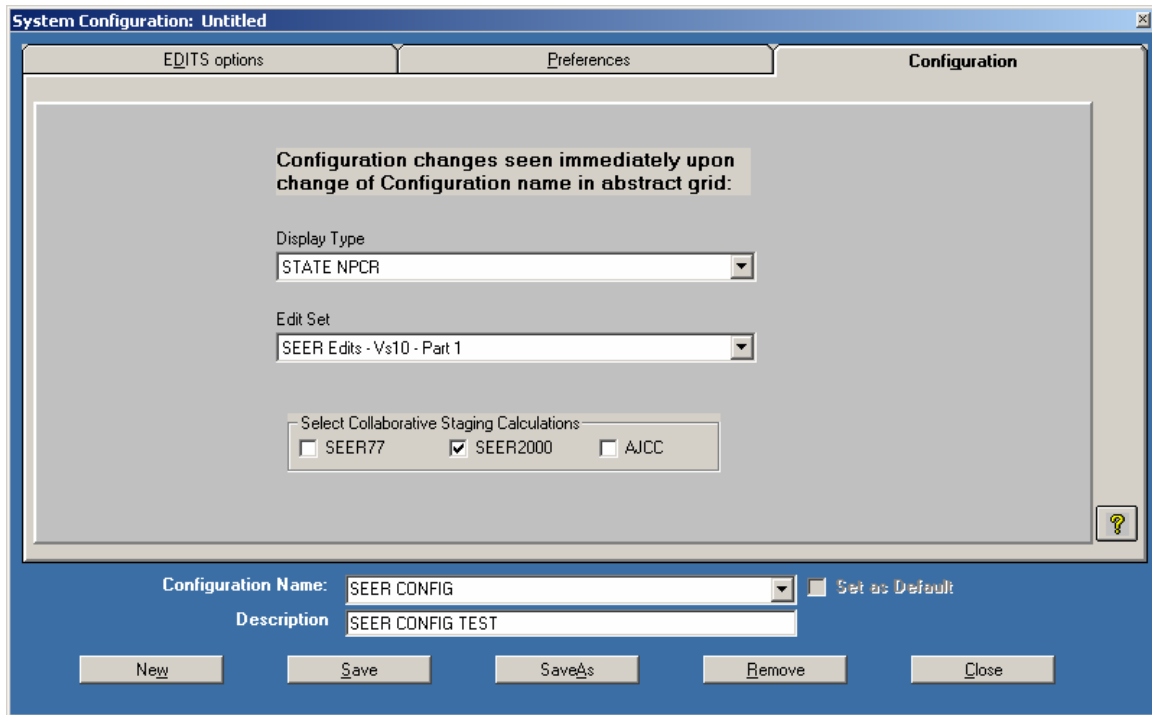
Result: The system displays an untitled configuration.

The screenshot shows the 'System Configuration: Untitled' dialog box with the 'Configuration' tab selected. The dialog has three tabs: 'EDITS options', 'Preferences', and 'Configuration'. The 'Configuration' tab contains the following elements:

- A message box: **Configuration changes seen immediately upon change of Configuration name in abstract grid:**
- A 'Display Type' dropdown menu currently set to 'ALL FIELDS'.
- An 'Edit Set' dropdown menu currently set to 'Groupbreak - Reporting Hospital'.
- A 'Select Collaborative Staging Calculations' section with three checkboxes: ☐ SEER77, ☐ SEER2000, and ☐ AJCC.
- A 'Configuration Name' dropdown menu and a 'Set as Default' checkbox.
- A 'Description' text field.
- A 'New' button (disabled) and 'Save', 'SaveAs', 'Remove', and 'Close' buttons.

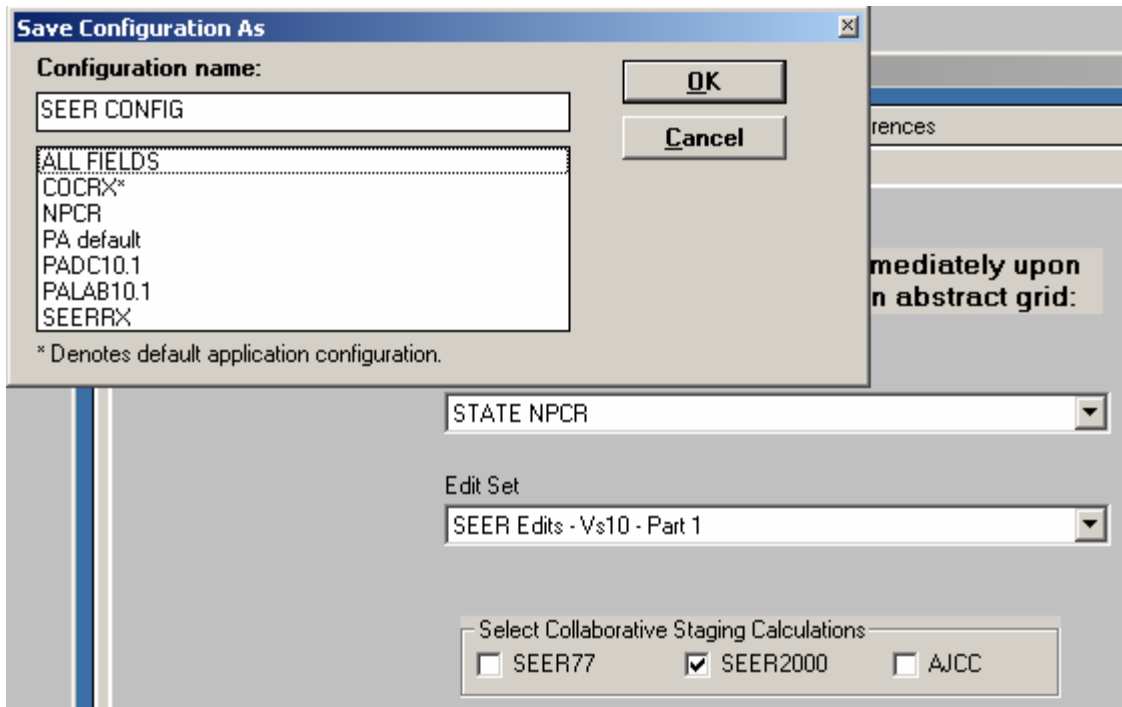
3. Complete the fields in the Configuration tab as follows

- In the Configuration Name field, type SEER CONFIG.
- In the Description field, type SEER CONFIG TEST.
- From the Display Type drop-down list, select STATE NPCR.
- From the Edit Set drop-down list, select SEER Edits - Vs 10 - Part 1.
- In the Select Collaborative Staging Calculations field, select SEER2000.

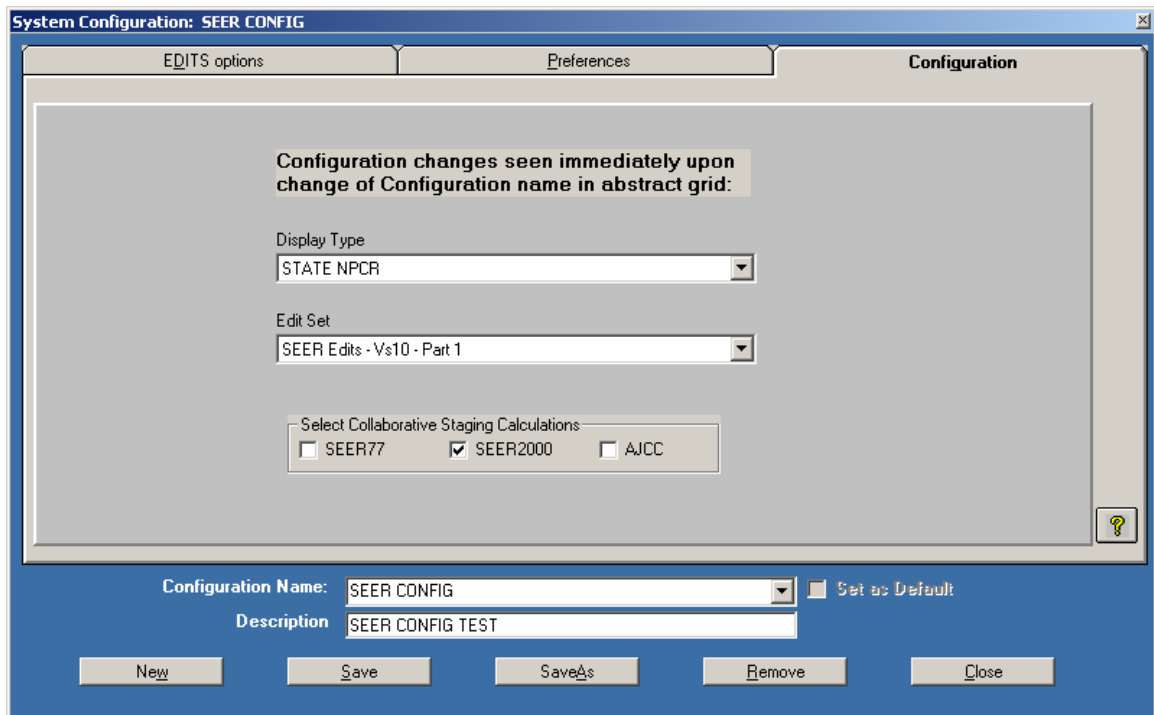


4. Click **Save**.

Result: The Save Configuration As window opens.



- Click **OK** to save the new configuration and close the window. Notice that the new configuration name now appears at the top of the window.



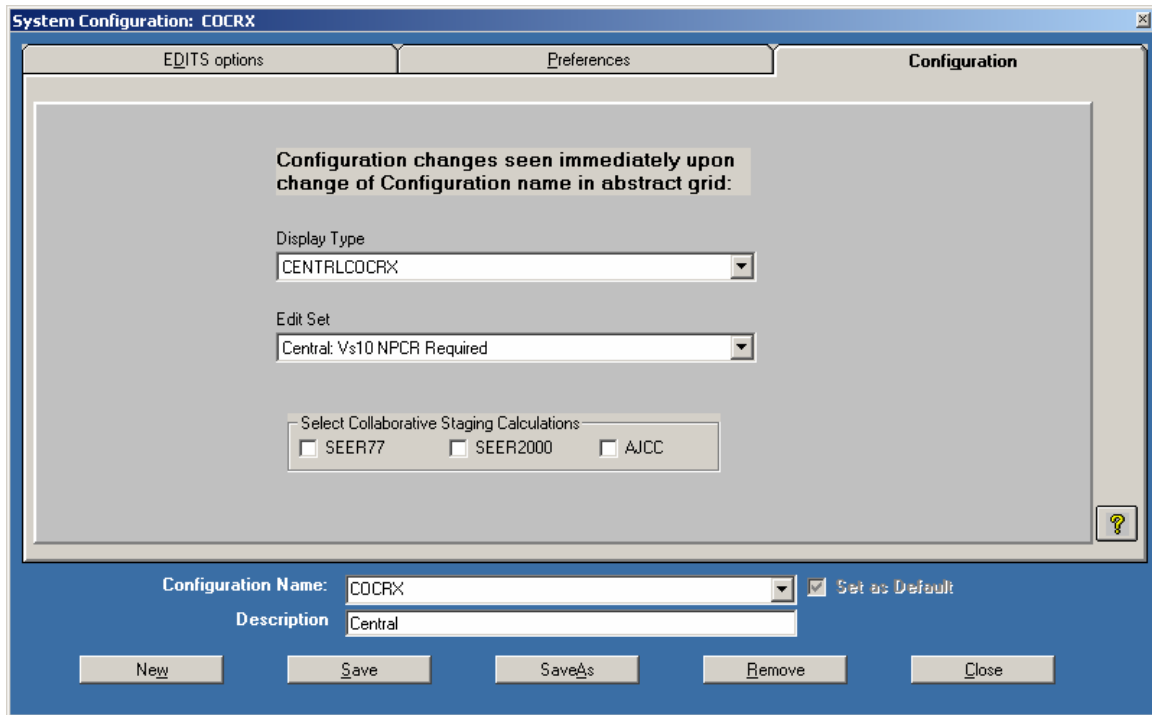
- Click **Close** to close the System Configuration window.

Copying a configuration

To copy a configuration

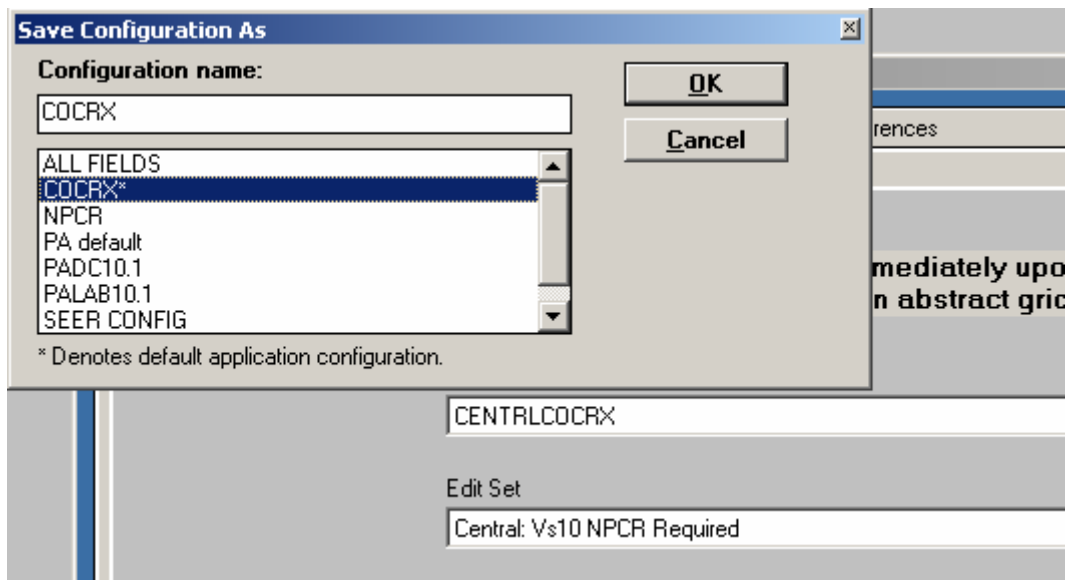
1. From the Administration menu, select System Configuration.

Result: The System Configuration window opens.



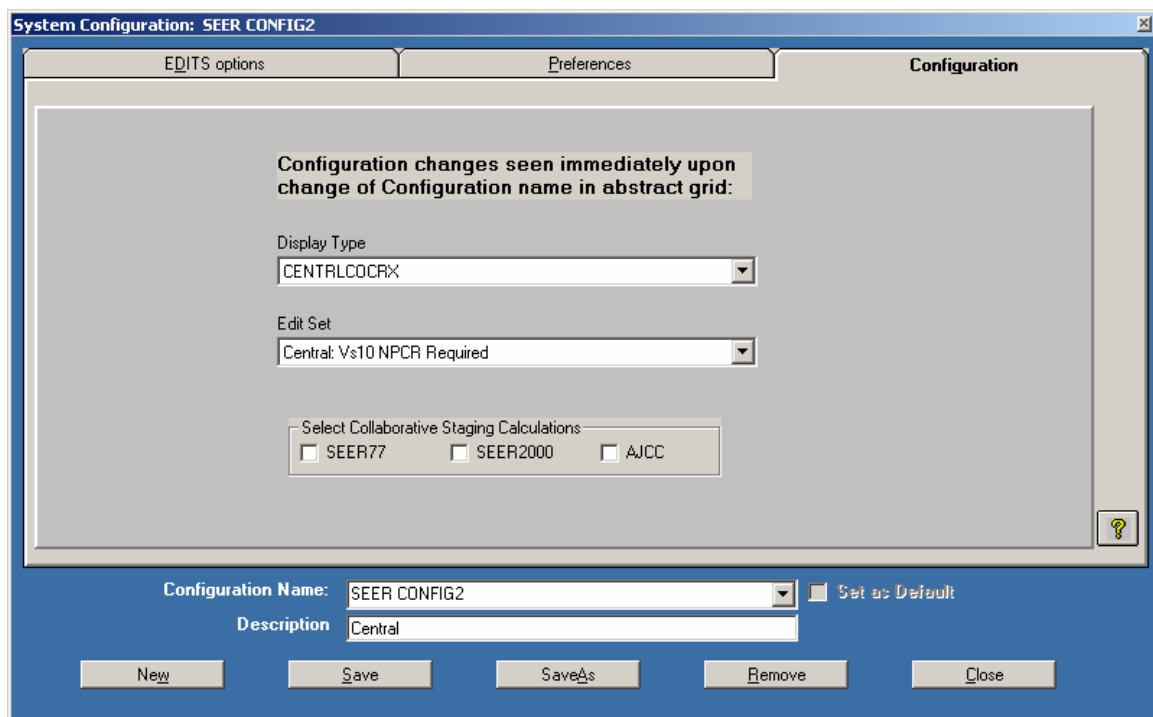
2. Click **SaveAs**.

Result: The Save Configuration As pop-up window opens.



3. In the Configuration Name field, type SEER CONFIG2 and click **OK**.

Result: The system saves the newly copied configuration as SEER CONFIG2.



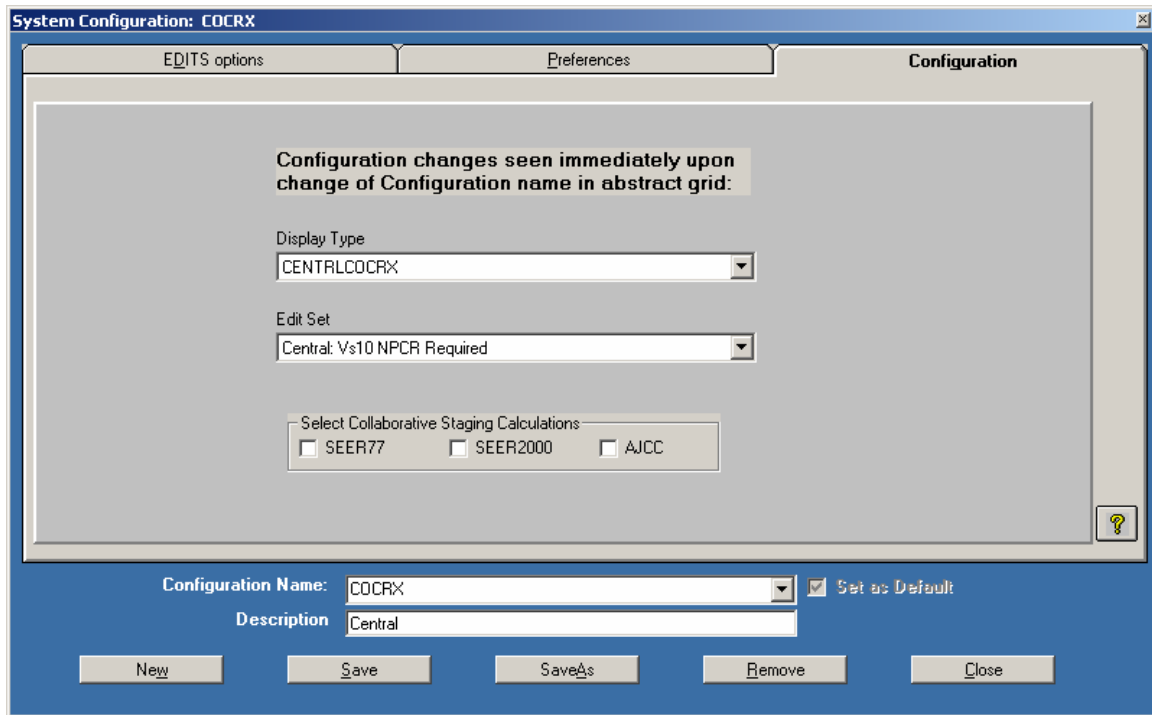
4. Click **Close** to close the System Configuration window.

Modifying a configuration

To modify a configuration

1. From the Administration menu, select System Configuration.

Result: The System Configuration window opens.



2. In the Configuration Name field, select SEER CONFIG.
3. Change the Description to Central.
4. Click **Save**.

Result: The system saves your changes.

System Configuration: SEER CONFIG

EDITS options Preferences **Configuration**

Configuration changes seen immediately upon change of Configuration name in abstract grid:

Display Type
STATE NPCR

Edit Set
SEER Edits - Vs10 - Part 1

Select Collaborative Staging Calculations
☐ SEER77 ☒ SEER2000 ☐ AJCC

Configuration Name: SEER CONFIG ☐ Set as Default
Description: Central

New Save SaveAs Remove Close

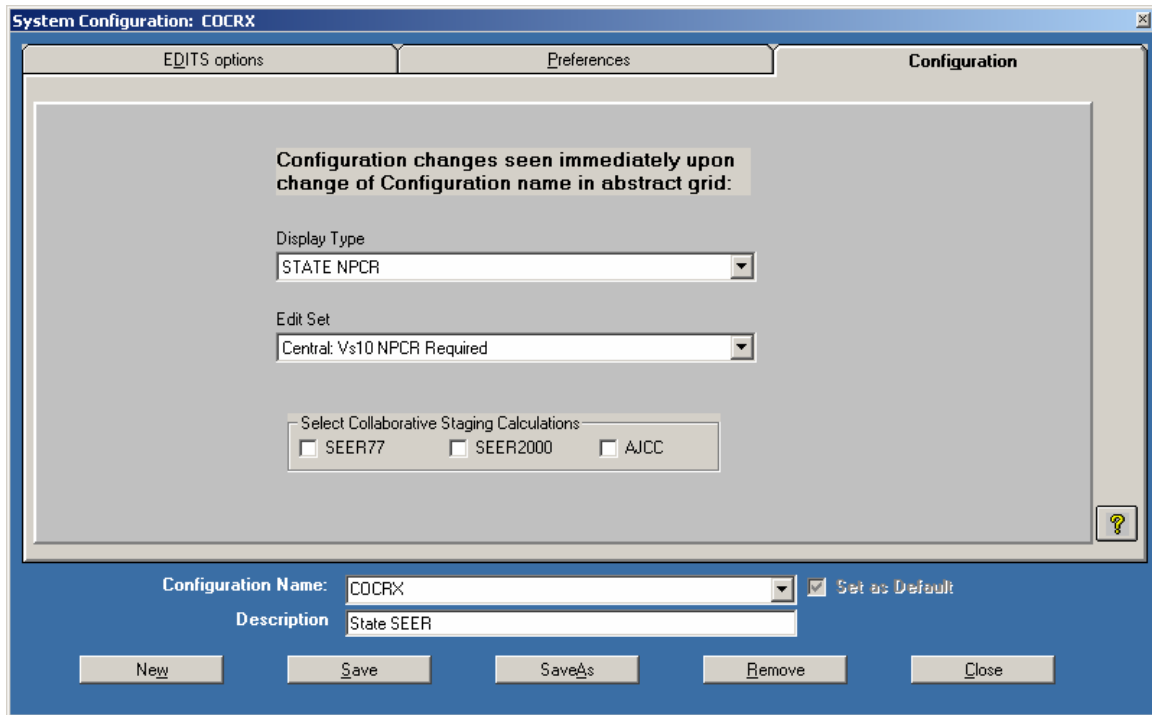
5. Click **Close** to close the System Configuration window.

Deleting a configuration

To delete a configuration

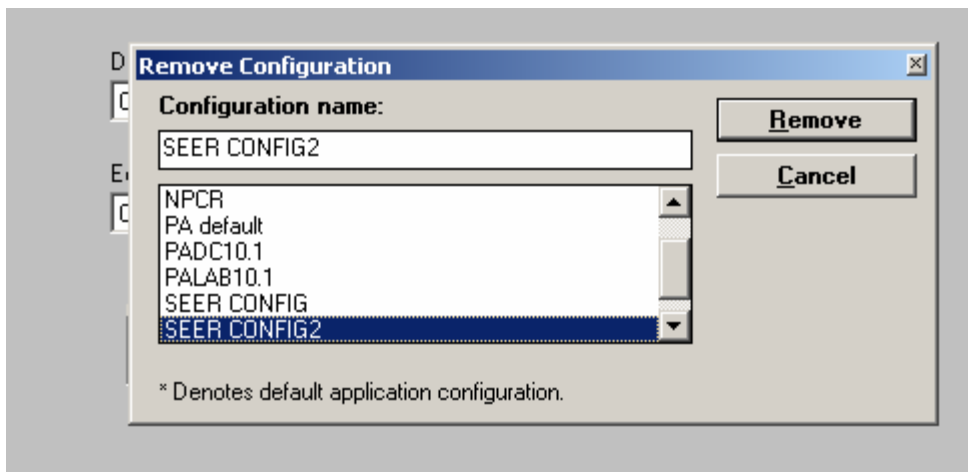
1. From the Administration menu, select System Configuration.

Result: The System Configuration window opens.



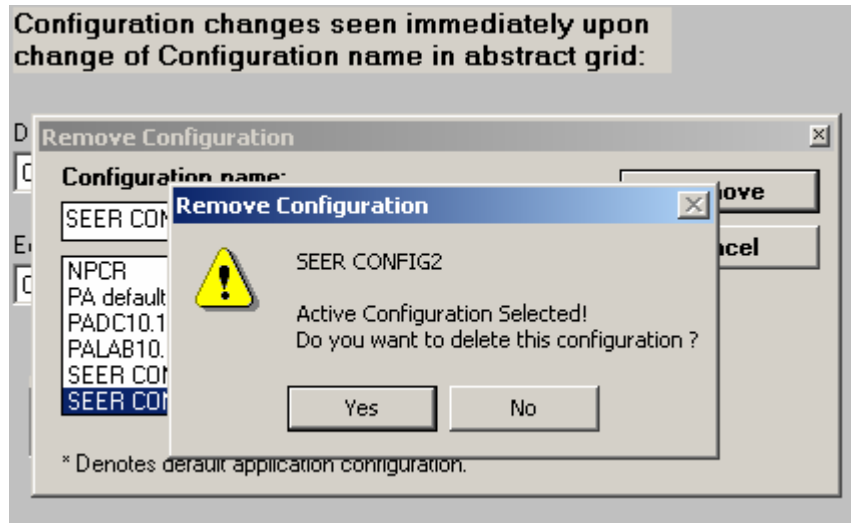
2. In the Configuration Name field, select SEER CONFIG2.
3. Click **Remove**.

Result: The Remove Configuration pop-up window opens.



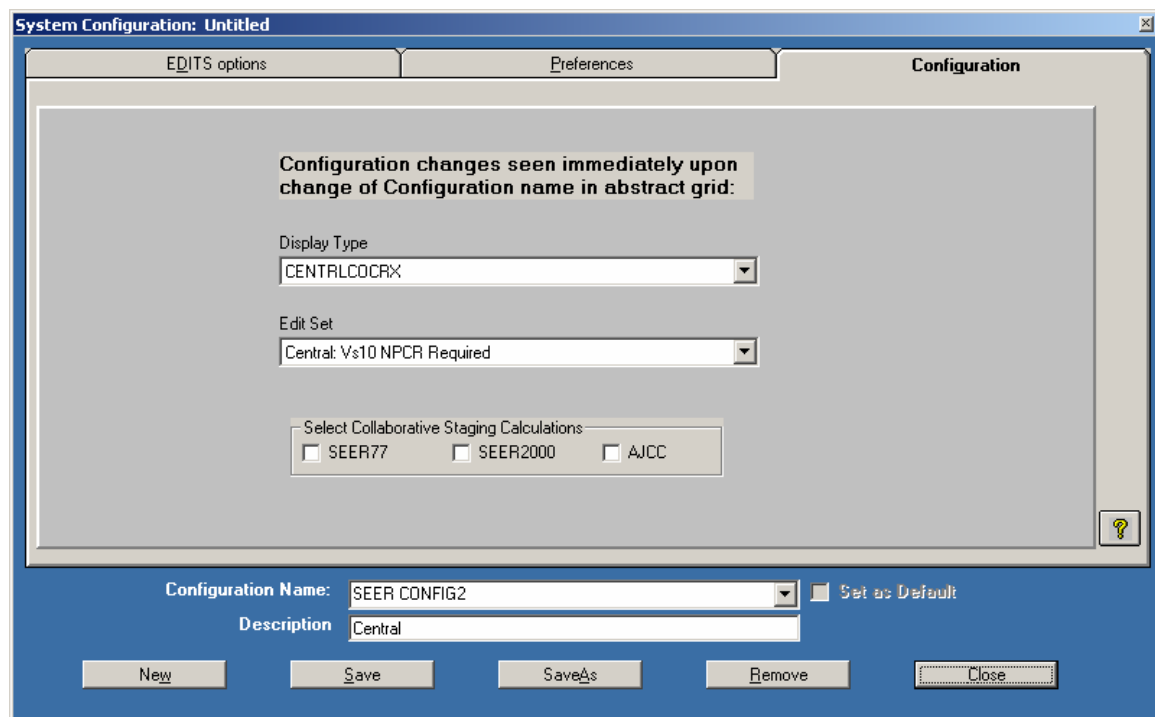
- Click **Remove**.

Result: Another confirmation pop-up window opens.



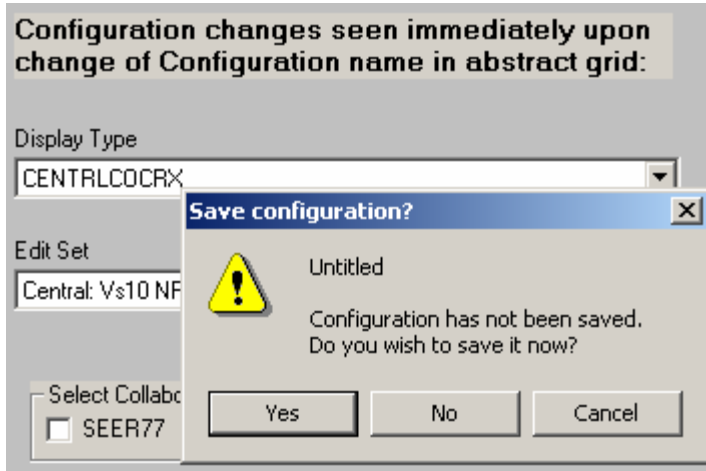
- Click **Yes**.

Result: The system removes the configuration from the system. Notice that although the deleted configuration name (SEER CONFIG2) is still displayed in the Configuration Name field, it no longer appears in the drop-down list and the System Configuration name at the top of the window is "Untitled".



6. Click **Close**.

Result: The system displays a pop-up window informing you that the displayed configuration is not saved.



7. Click **No** to close the pop-up window.

The EDITS Options tab

Use the EDITS Options tab, shown below, to set the parameters for EDITS, the program that checks abstracts for errors. The tab displays the selected edit set and display type. The administrator can click **Configure Individual Edits** to further set up more edit options for each edit option in the edit set.

The configuration of the options allows maximum flexibility, allowing you to specify exactly which edits are to be run against your data, and the conditions under which they will run. Edits can even be configured individually to define a display type, edit set, and collaborative stage calculation for a configuration. The available edit sets are in the Edit Set field and the selected display types are in the Display Type field.

The screenshot shows the 'System Configuration: COCRX' dialog box with the 'EDITS options' tab selected. The 'Edit Set' field is 'Central: Vs10 NPCR Required' and the 'Display Type' field is 'STATE NPCR'. Under 'Edit Execution Options', 'Skip Empty' is unchecked, 'Skip Failed' is checked, and 'Suppress Warnings' is unchecked. A 'Configure Individual Edits' button is present. Under 'Edit Execution Points', 'Run Record Edits When Abstract Opened' and 'Run Single-Field Edit on Change of Field Value' are checked. 'Run Multi-Field Edits if Single-Field Passed on Change' is unchecked. 'Run Multi-Field Edit on Movement to New Field' is unchecked. 'Run Record Edits When Abstract Saved' is checked. Under 'Date Boundaries', 'Lower Bound Date' is '01/01/1973', 'Upper Bound DX Date' is '12/31/2004', and 'Upper Bound FU Date' is '12/31/2004'. A 'Review Edit Activity' button is at the bottom left. At the bottom, 'Configuration Name' is 'COCRX' and 'Description' is 'Central'. A 'Set as Default' checkbox is checked. Buttons for 'New', 'Save', 'Save As', 'Remove', and 'Close' are at the bottom.



Note

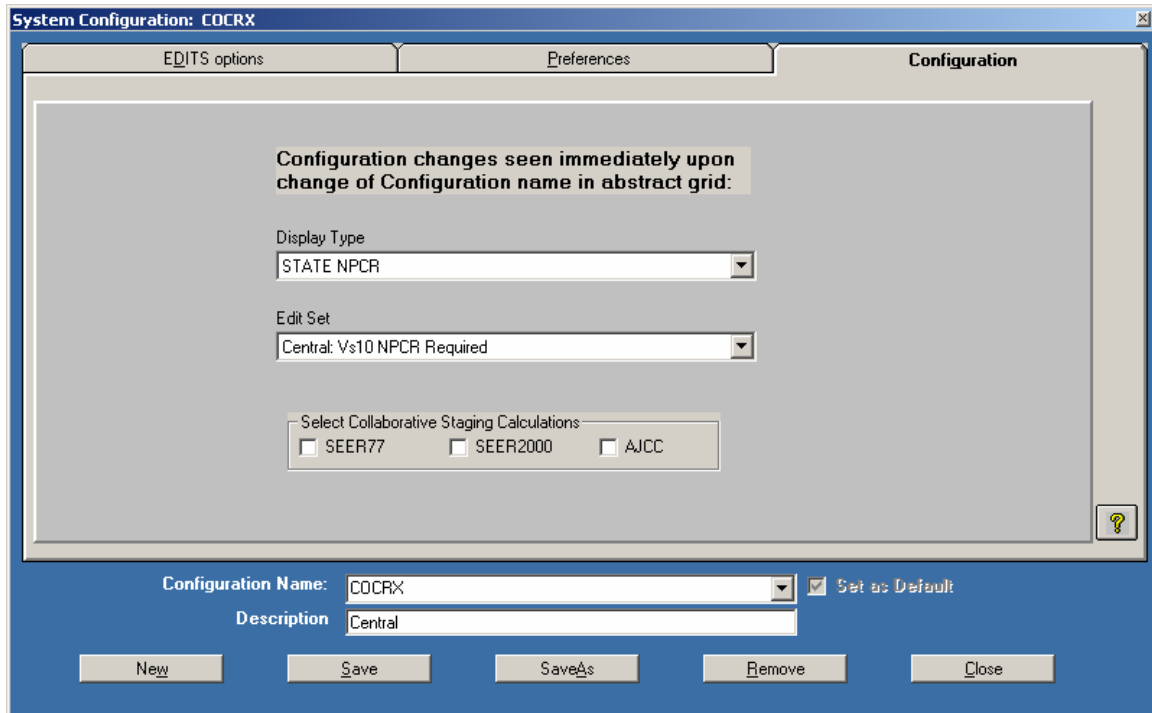
Changes to the EDITS options are not immediate; they are visible the next time the user logs into the system.

Creating a new Edit set for a configuration

To create an Edit set

1. From the Administration menu, select System Configuration.

Result: The System Configuration window opens.



2. Select the EDITS options tab.

Result: The system displays the EDITS options tab.

The screenshot shows the 'System Configuration: COCRX' dialog box. It has three tabs: 'EDITS options', 'Preferences', and 'Configuration'. The 'EDITS options' tab is active. It contains the following fields and options:

- Edit Set:** Central: Vs10 NPCR Required
- Display Type:** STATE NPCR
- Edit Execution Options:**
 - ☐ Skip Empty
 - ☒ Skip Failed
 - ☐ Suppress Warnings
 - [Configure Individual Edits](#)
- Edit Execution Points:**
 - ☒ Run Record Edits When Abstract Opened
 - ☒ Run Single-Field Edit on Change of Field Value
 - ☐ Run Multi-Field Edits if Single-Field Passed on Change
 - ☐ Run Multi-Field Edit on Movement to New Field
 - ☒ Run Record Edits When Abstract Saved
- Date Boundaries:** (enter all dates in mm/dd/ccyy format)
 - Lower Bound Date: 01/01/1973
 - Upper Bound DX Date: 12/31/2004
 - Upper Bound FU Date: 12/31/2004
- [Review Edit Activity](#)

At the bottom, there is a 'Configuration Name' dropdown set to 'COCRX', a 'Description' field with 'Central', and a 'Set as Default' checkbox which is checked. Buttons at the bottom include 'New', 'Save', 'SaveAs', 'Remove', and 'Close'.

- From the Configuration Name drop-down list, select SEER CONFIG.

Result: The system displays the selected configuration.

The screenshot shows the 'System Configuration: SEER CONFIG' dialog box. It has three tabs: 'EDITS options', 'Preferences', and 'Configuration'. The 'EDITS options' tab is active. It contains the following fields and options:

- Edit Set:** SEER Edits - Vs10 - Part 1
- Display Type:** STATE NPCR
- Edit Execution Options:**
 - ☐ Skip Empty
 - ☐ Skip Failed
 - ☐ Suppress Warnings
 - [Configure Individual Edits](#)
- Edit Execution Points:**
 - ☒ Run Record Edits When Abstract Opened
 - ☒ Run Single-Field Edit on Change of Field Value
 - ☒ Run Multi-Field Edits if Single-Field Passed on Change
 - ☒ Run Multi-Field Edit on Movement to New Field
 - ☒ Run Record Edits When Abstract Saved
- Date Boundaries:** (enter all dates in mm/dd/ccyy format)
 - Lower Bound Date: 01/01/1973
 - Upper Bound DX Date: 03/03/2006
 - Upper Bound FU Date: 03/03/2006
- [Review Edit Activity](#)

At the bottom, there is a 'Configuration Name' dropdown set to 'SEER CONFIG', a 'Description' field with 'Central', and a 'Set as Default' checkbox which is unchecked. Buttons at the bottom include 'New', 'Save', 'SaveAs', 'Remove', and 'Close'.

- Click the **Configure Individual Edits** button.

Result: The Individual Edit Configuration window opens.

Individual Edit Configuration

Edit Set: SEER Edits - Vs10 - Part 1 (100 Edits)
 (Double Click on an edit cell to change an option for that edit)

Edit Name (Displayed in order of execution)	Use Edit Set Options (10)	Suppress Edit (0)	Skip Empty* (0)	Skip Fail* (0)	Suppress Warning* (0)	No Skips (0)
Age at Diagnosis (SEER AGEDX)	Yes					
Behavior (73-91) ICD-O-1 (SEER)	Yes					
Behavior (SEER BEHAVIOR)	Yes					
Behavior ICDO3 (COC)	Yes					
Birth Date (NAACCR DATEEDIT)	Yes					
Birthplace (SEER POB)	Yes					
Cause of Death (SEER COD)	Yes					
Census Cod Sys 1970/80/90 (SEER RESSYST)	Yes					
Census Tr Cert 1970/80/90 (SEER CENS CERT)	Yes					

* Column Options may be combined.

OK Cancel

5. Complete the fields in the Individual Edit Configuration window as follows

- In the Age at Diagnosis row, double-click the cells under the Skip Empty and Suppress Warning columns.
- In the Birth Date row, double-click the cell under the Suppress Warning column.
- In the Birthplace row, double-click in the cell under the Suppress Edit column.

Result: The system selects the selected edit by displaying Yes in the selected column.

Individual Edit Configuration

Edit Set: SEER Edits - Vs10 - Part 1 (100 Edits)
(Double Click on an edit cell to change an option for that edit)

Edit Name (Displayed in order of execution)	Use Edit Set Options (97)	Suppress Edit (1)	Skip Empty* (1)	Skip Fail* (0)	Suppress Warning* (2)	No Skips (0)
Age at Diagnosis (SEER AGEDX)			Yes		Yes	
Behavior (73-91) ICD-O-1 (SEER)	Yes					
Behavior (SEER BEHAVIOR)	Yes					
Behavior ICD03 (COC)	Yes					
Birth Date (NAACCR DATEEDIT)					Yes	
Birthplace (SEER POB)		Yes				
Cause of Death (SEER COD)	Yes					
Census Cod Sys 1970/80/90 (SEER RESSYST)	Yes					
Census Tr Cert 1970/80/90 (SEER CENSCERT)	Yes					

* Column Options may be combined.

OK Cancel

6. Click **OK** to save your edits and close the Individual Edit Configuration window.
7. Complete the EDITS options tab as follows
 - De-select the Run Multi-Field Edits if Single-Field Passed on Change check box.
 - Change the date in the Lower Bound Date field to 01/01/1990.

System Configuration: SEER CONFIG

EDITS options | Preferences | Configuration

Edit Set: SEER Edits - Vs10 - Part 1 | Display Type: STATE NPCR

☒ Skip Empty
 ☒ Skip Failed
 ☒ Suppress Warnings
 Configure Individual Edits

☒ Run Record Edits When Abstract Opened
☒ Run Single-Field Edit on Change of Field Value
☐ Run Multi-Field Edits if Single-Field Passed on Change
☒ Run Multi-Field Edit on Movement to New Field
☒ Run Record Edits When Abstract Saved

Date Boundaries (enter all dates in mm/dd/ccyy format)

Lower Bound Date: 01/01/1990
 Upper Bound DX Date: 03/03/2006
 Upper Bound FU Date: 03/03/2006

Review Edit Activity ?

Configuration Name: SEER CONFIG Set as Default
 Description: Central

New
Save
Save As
Remove
Close

8. Click **Save**.

Result: The system saves the Edit set.

9. Click Close to close the window.

DENISE, WHAT DOES THE REVIEW EDIT ACTIVITY BUTTON DO?

The Preferences tab

Use the Preferences tab, shown below, to control functions that change when an abstract is saved, such as automatically filling the abstractor ID, setting the default database and backup database/restore folders, calculating the age of a patient at time of diagnosis, etc. These options are normally the same for all configurations.



Tip

It is advisable to keep the Preferences and EDITS options in sync. For example, **INCLUDE EXAMPLE HERE OF HOW TO KEEP THE TWO IN SYNC.**

The screenshot shows the 'System Configuration: COCRX' dialog box with the 'Preferences' tab selected. The dialog is divided into three main sections: 'EDITS options', 'Preferences', and 'Configuration'. The 'Preferences' section contains several settings:

- Automatically Fill Abstractor ID?** with radio buttons for ☒ Yes and ☐ No.
- Automatically Overwrite Vendor ID?** with radio buttons for ☐ Yes and ☒ No.
- Password Protect "Export All" Function?** with radio buttons for ☒ Yes, ☐ No, and ☐ Disable.
- Age at Diagnosis Calculation** with radio buttons for ☐ Automatically Calculate, ☐ Calculate on F5 Keypress, and ☒ Do not calculate.
- Select Database Folder** with radio buttons for ☐ Yes and ☒ No.
- Change Date Case Completed?** with radio buttons for ☐ Yes and ☒ No.
- Default Database Folder** with a text field containing 'C:\Absplus\mdbs' and a 'Browse' button.
- Default Backup/Restore Folder** with a text field containing 'C:\absplus\mdbs\' and a 'Browse' button.

At the bottom of the dialog, there is a 'Configuration Name' dropdown menu set to 'COCRX', a 'Description' text field containing 'Central', and a 'Set as Default' checkbox. Below these are five buttons: 'New', 'Save', 'SaveAs', 'Remove', and 'Close'. A help icon (?) is located in the bottom right corner of the main settings area.



Note

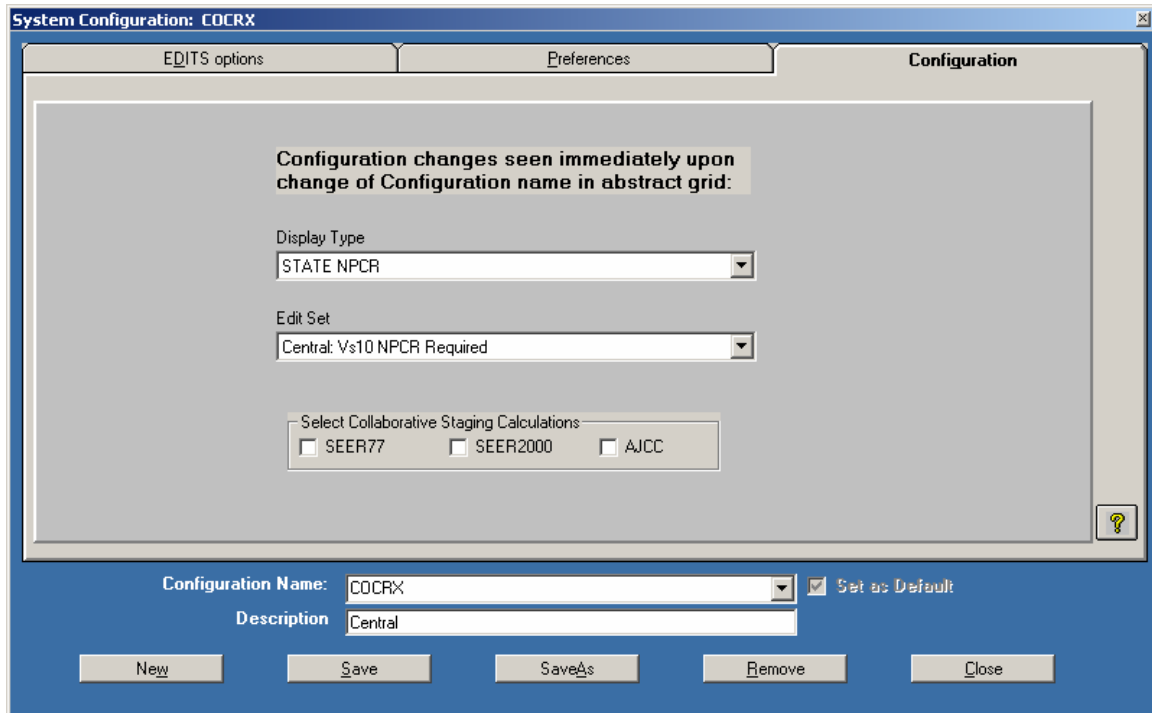
Changes to the Preferences tab are not immediate; for the most part, they are visible the next time the user logs into the system.

Creating preferences for a configuration

To create preferences for a configuration

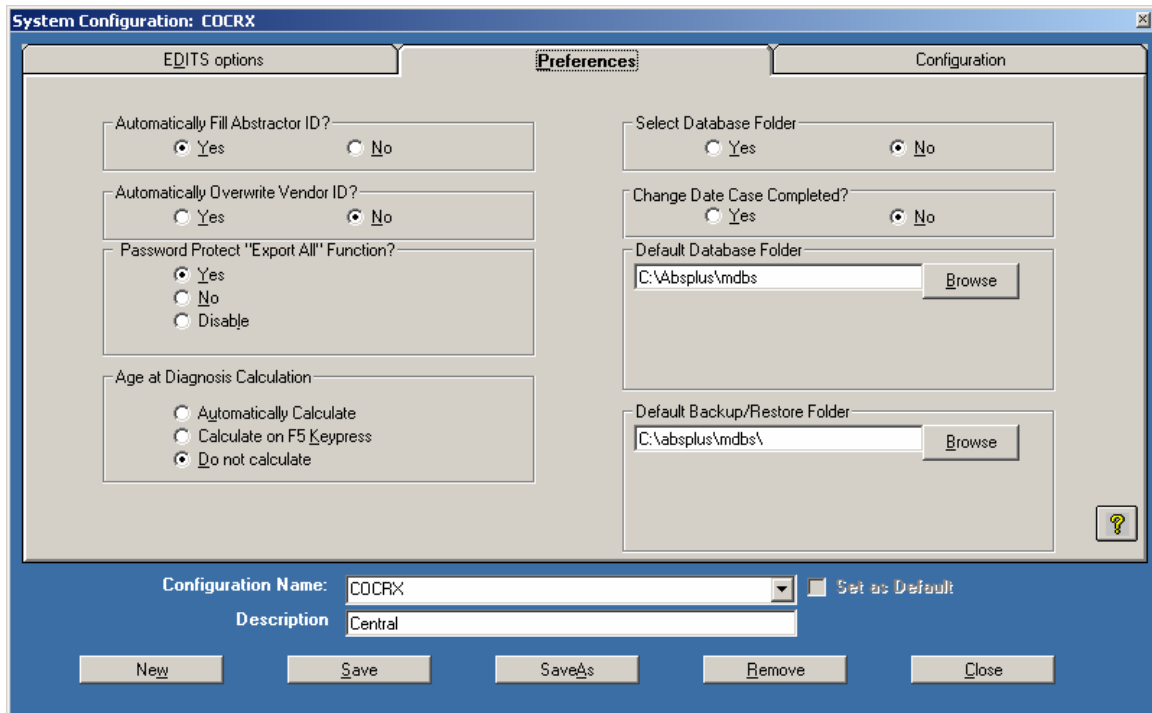
1. From the Administration menu, select System Configuration.

Result: The System Configuration window opens.



2. Select the Preferences tab.

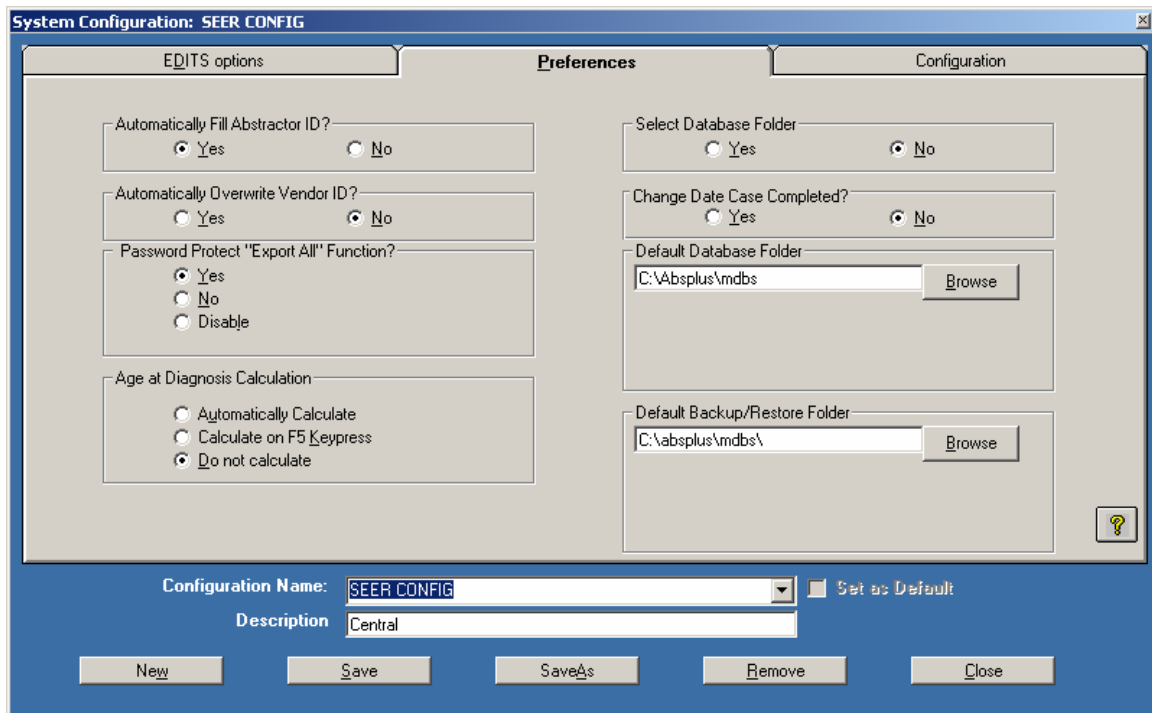
Result: The system displays the Preferences tab.



The image shows the 'System Configuration: COCRX' dialog box. It has three tabs: 'EDITS options', 'Preferences', and 'Configuration'. The 'Preferences' tab is active. It contains several groups of radio buttons for configuration options. On the left, under 'EDITS options', there are options for 'Automatically Fill Abstractor ID?' (Yes/No), 'Automatically Overwrite Vendor ID?' (Yes/No), 'Password Protect "Export All" Function?' (Yes/No/Disable), and 'Age at Diagnosis Calculation' (Automatically Calculate, Calculate on F5 Keypress, Do not calculate). On the right, under 'Preferences', there are options for 'Select Database Folder' (Yes/No), 'Change Date Case Completed?' (Yes/No), 'Default Database Folder' (C:\Absplus\mdbs with a 'Browse' button), and 'Default Backup/Restore Folder' (C:\absplus\mdbs\ with a 'Browse' button). At the bottom, there is a 'Configuration Name' dropdown set to 'COCRX', a 'Description' text box containing 'Central', a 'Set as Default' checkbox, and five buttons: 'New', 'Save', 'SaveAs', 'Remove', and 'Close'.

- From the Configuration Name drop-down list, select SEER CONFIG.

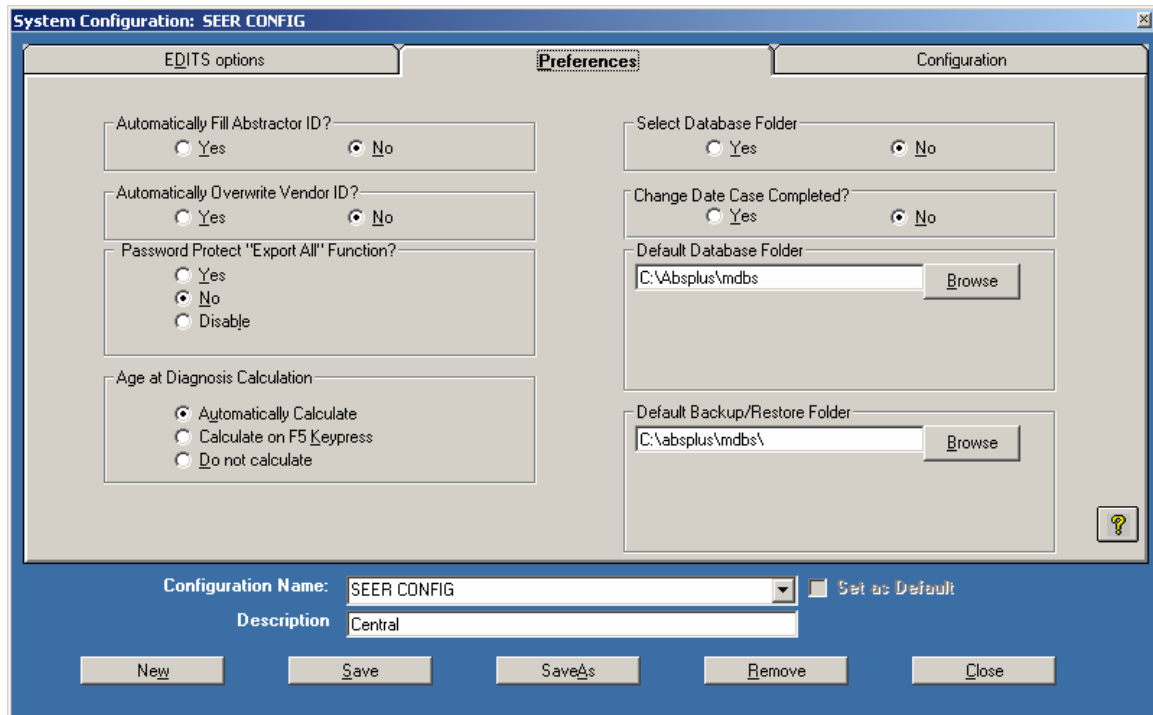
Result: The system displays the selected configuration.



The image shows the 'System Configuration: SEER CONFIG' dialog box. It has the same layout as the previous one, with 'EDITS options', 'Preferences', and 'Configuration' tabs. The 'Preferences' tab is active. The 'Configuration Name' dropdown at the bottom is now set to 'SEER CONFIG'. The 'Description' text box still contains 'Central'. The other options and buttons remain the same as in the previous image.

- Complete the fields on the Preferences tab as follows

- In the Automatically Overwrite Vendor ID field, select No.
- In the Password Protect “Export All” Function field, select No.
- In the Age at Diagnosis field, select Automatically Calculate.



5. Click **Save**.

Result: The system saves the information.

6. Click **Close** to close the System Configuration window.

Chapter 7: Managing Users

Learning Objectives

Upon the completion of this chapter, you will

- Add a user.
- Change a user's password.
- Change the current user.
- Remove a user from the system.

Overview

You can add users to the system, change a user's password, change the current user, and delete users in a location on the Edit User ID/Password window shown below. You can access the window using the User ID/Password option under the Administration menu.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters] [4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: **DOE** **Close**

Adding a user

To add a user to the system

1. From the Administration menu, select User ID/Password.

Result: The Edit User ID/Password window opens.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID [3 characters] [4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: **DOE** **Close**

2. Click **Add New**.

Result: The system highlights and displays a cursor in the User Name field.

Edit User ID/Password

New User

User Name

[5 - 25 characters] e.g. Harrison, Ford, J

User ID

[3 characters]

[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User

DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: DOE Close

3. Type Smith, Jane A. in the User Name field and press the TAB key.

Result: The system highlights and displays a cursor in the User ID field.

Edit User ID/Password

New User

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: DOE Close

4. Type JAS in the User ID field and press the TAB key.

Result: The system highlights and displays a cursor in the next (Enter Password) field.

Edit User ID/Password

New User

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Enter Password
[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: DOE Close

5. Type test123 in the Enter Password field.

Result: For security purposes, the system displays the password as asterisks.



It is recommended that you keep a record of all the passwords you assign to users in case you have to change them. **DENISE, I JUST MADE IT UP BECAUSE IT SEEMS TO ME THAT IF YOU NEED TO CHANGE SOMEONE'S PASSWORD FOR SOME REASON AND YOU DON'T KNOW THE PASSWORD, YOU'D HAVE TO DELETE THE USER AND RE-AD INSTEAD OF JUST CHANGING THE PASSWORD.**

Edit User ID/Password

New User

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Enter Password

[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: DOE Close

6. Press Enter.

Result: The system changes the Enter Password field to Confirm Password.

Edit User ID/Password

New User

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Confirm Password
[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: DOE Close

7. Type test123 in the Confirm Password field to confirm the password and press Enter.

Result: The system adds the new user, Smith, Jane A., to the system. The name and user ID appear on the User list.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters] [4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User	
DOE, JOHN (Use "GUEST" as password)	DOE
RUBYLEWIS	RUB
SMITH, JANE A.	JAS

Add New Current User ID: **RUB** **Close**

8. Click **Close** to close the Edit User ID/Password window.

Changing a user's password

To change the password of an existing user



You must know the user's current password in order to change it.

1. From the Administration menu, select User ID/Password.

Result: The Edit User ID/Password window opens.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User

DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New Current User ID: **DOE** **Close**

2. Select Smith, Jane A. from the list of users.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE
SMITH, JANE A. JAS

Add New **Current User ID:** DOE **Close**

3. Select the Change Password option under Select user then select option for change or Add New field.

Result:, The system displays the selected user's information in the User Name and User ID fields and also displays and highlights the Enter Old Password field.

Edit User ID/Password

Change Password

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Enter Old Password
[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☒ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE
SMITH, JANE A. JAS

Add New Current User ID: **DOE** **Close**

4. Type test123 in the Enter Old Password field.

Result: For security reasons, the system displays the password as asterisks.

Edit User ID/Password

Change Password

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Enter Old Password

[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☒ Change Password ☐ Change Current User

User	ID
DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New Current User ID: **DOE** **Close**

5. Press Enter.

Result: The system changes the Enter Old Password field to Enter New Password.

Edit User ID/Password

Change Password

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Enter New Password
[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☒ Change Password ☐ Change Current User

User	ID
DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New **Current User ID: DOE** **Close**

6. Type newtest in the Enter New Password field and press Enter.

Result: The system changes the Enter New Password field to Confirm Password.

Edit User ID/Password

Change Password

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Confirm Password
[4 - 7 characters]

Select user then select option for change or Add New:

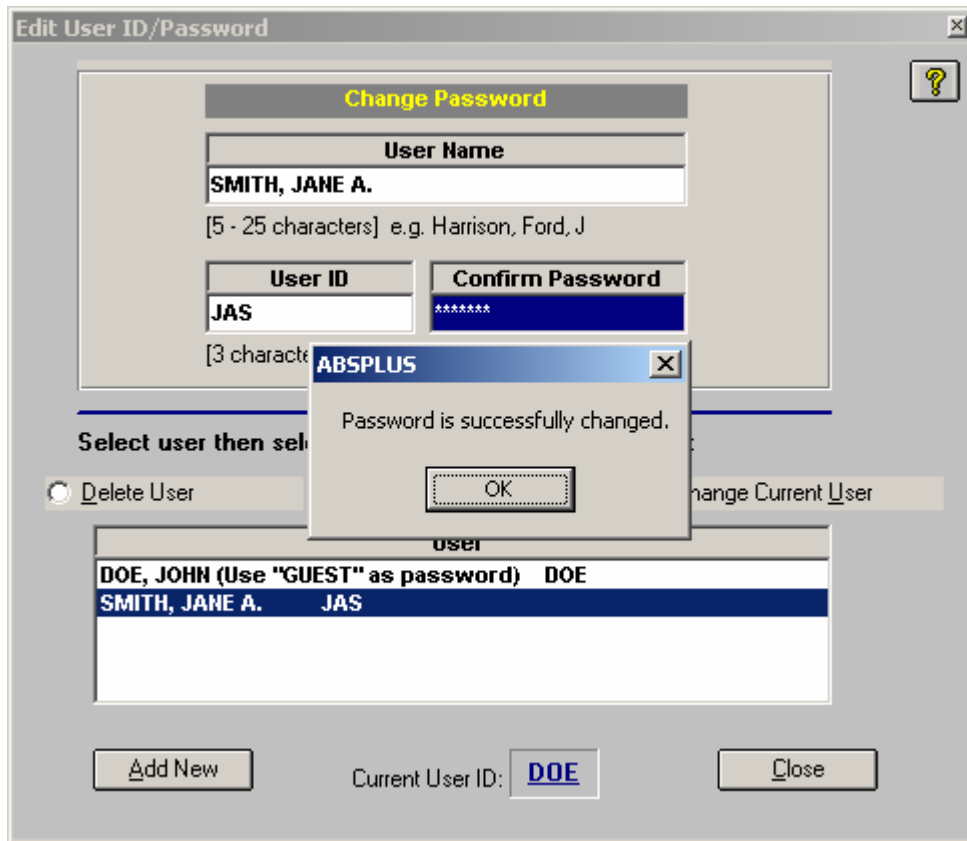
☐ Delete User ☒ Change Password ☐ Change Current User

User	ID
DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New Current User ID: **DOE** **Close**

7. Type newtest in the Confirm Password field and press Enter.

Result: The system displays a message confirming the change.



8. Click **OK** to close the confirmation window and click **Close** to close the Edit User ID/Password window.

Changing the current user

To change a current user

1. From the Administration menu, select User ID/Password.

Result: The Edit User ID/Password window opens. Notice the ID displayed in the Current User ID field. Notice that the Current User ID field displays DOE.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE
SMITH, JANE A. JAS

Add New Current User ID: **DOE** **Close**

2. Select Smith, Jane A. from the list of users and select the Change Current User option under the Select user then select option for change or Add New field.

Result: The system displays the selected user's information in the User Name, User ID fields and also displays and highlights the Enter Password field.

Edit User ID/Password

Change Current User

User Name
SMITH, JANE A.
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
JAS
[3 characters]

Enter Password
[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☒ Change Current User

User	ID
DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New Current User ID: DOE Close

3. Type newtest in the Enter Password field and press Enter.

Result: The system changes the current user ID to Jane Smith's user ID. Notice that the Current User ID field now displays JAS.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters]

[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☒ Change Current User

User	
DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New Current User ID: **JAS** Close

4. Change the current user ID back to the previous user's.

Result: The system displays the previous user's ID.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID [3 characters]

[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☒ Change Current User

User	
DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New Current User ID: **DOE** Close

5. Click **Close** to close the Edit User ID/Password window.

Removing a user from the system

To remove a user

1. From the Administration menu, select User ID/Password.

Result: The Edit User ID/Password window opens.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID
[3 characters]

User ID
[4 - 7 characters]

Select user then select option for change or Add New:

☐ Delete User ☐ Change Password ☐ Change Current User

User	User ID
DOE, JOHN (Use "GUEST" as password)	DOE
SMITH, JANE A.	JAS

Add New Current User ID: **DOE** **Close**

2. Select Smith, Jane A. from the list of users and select the Delete User option under the Select user then select option for change or Add New field.

Result: The system deletes the selected user.

Edit User ID/Password

User Name
[5 - 25 characters] e.g. Harrison, Ford, J

User ID [3 characters] [4 - 7 characters]

Select user then select option for change or Add New:

☒ Delete User ☐ Change Password ☐ Change Current User

User
DOE, JOHN (Use "GUEST" as password) DOE

Add New Current User ID: **DOE** Close

**Tip**

Make sure you want to remove a user before you select the Delete User option because the system immediately deletes the selected user.

You cannot delete the current user.